



MD-715 EEO Program Status Report

FY 2013



EEO Program Status Report

FY 2013

Parts A-D

**EEOC FORM
715-01
PART A - D**

**U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT**

For period covering October 1, 2012 to September 30, 2013

**PART A
Department
or Agency
Identifying
Information**

1. Agency	1. Department of the Navy
1.a. 2nd level reporting component	Naval Facilities Engineering Command
1.b. 3rd level reporting component	
1.c. 4th level reporting component	

2. Address	2. 1322 Patterson Avenue, SE, Suite 1000		
3. City, State, Zip Code	3. Washington Navy Yard, DC 20374		
4. CPDF Code	5. FIPS code(s)	4. NV	5. 25

**PART B
Total
Employment**

1. Enter total number of permanent full-time and part-time employees	1. 15,473
2. Enter total number of temporary employees	2. 249
3. Enter total number employees paid from non-appropriated funds	3. 0
4. TOTAL EMPLOYMENT [add lines B 1 through 3]	4. 15,722

**PART C
Agency
Official(s)
Responsible
For Oversight
of EEO
Program(s)**

1. Head of Agency Official Title	1. K. L. Gregory, Rear Admiral, CEC, U.S. Navy Commander, NAVFAC
2. Command EEO Officer	2. K. L. Gregory, Rear Admiral, CEC, U.S. Navy Commander, NAVFAC
3. Principal EEO Director/Official Official Title/series/grade	3. Ferdinand LeCompte, Command Deputy EEO Officer, 0260, GS-14
4. Title VII Affirmative EEO Program Official	4. Ferdinand LeCompte, Command Deputy EEO Officer, 0260, GS-14
5. Section 501 Affirmative Action Program Official	5. Ferdinand LeCompte, Command Deputy EEO Officer, 0260, GS-14
6. Complaint Processing Program Manager	6. Ferdinand LeCompte, Command Deputy EEO Officer, 0260, GS-14
7. Other Responsible EEO Staff	1. Kym McRae-Haeffner, HQ EEO Specialist, 0260, GS-12 2. Russell Lowe, HQ EEO Specialist, 0260, GS-12

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Naval Facilities Engineering Command Atlantic, Norfolk, VA	NV	25
	Naval Facilities Engineering Command Pacific, Pearl Harbor, HI	NV	25
	Naval Facilities Expeditionary Warfare Center, Port Hueneme, CA	NV	25
	Naval Crane Center, Norfolk, VA	NV	25
EEOC FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01 PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01 PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to NCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X



EEO Program Status Report

Executive Summary

FY 2013

Part E

PART E

Naval Facilities Engineering Command

For Period Covering October 1, 2012 to September 30, 2013

EXECUTIVE SUMMARY

The Mission of the Naval Facilities Engineering Command

The Naval Facilities Engineering Command (NAVFAC) is a Systems Command that builds and maintains sustainable facilities, delivers utilities and services, and provides Navy expeditionary combat force capabilities. There are 12 component commands within the NAVFAC, 10 of which are Facilities Engineering Commands (FECs) that report directly to the two larger NAVFAC Commands which are the NAVFAC Atlantic in Norfolk, Virginia and the NAVFAC Pacific in Pearl Harbor, Hawaii. The NAVFACs 18,000 employees include Civil Engineer Corps officers, civilians and contractors who serve as engineers, architects, contract specialists and professionals of which approximately 15,722 are civilian employees. The NAVFAC delivers best value facilities engineering and acquisition for the Navy and Marine Corps, Unified Commanders, and Department of Defense agencies through its six business lines: Capital Improvements, Environmental Expeditionary, Public works, Asset Management, and Contingency Engineering.

The NAVFAC has two centers that perform specialized missions. The Naval Facilities Engineering and Expeditionary Warfare Center, Port Hueneme, California, which supports combatant capabilities and sustainable facilities through specialized engineering, technology development, and lifecycle logistics services. The Navy Crane Center, based at the Norfolk Naval Shipyard, Portsmouth, Virginia, leads the Navy shore-based weight handling program by establishing policy and providing engineering, acquisition, technical support, training and evaluation services to all Navy shore activities worldwide.

Data

The statistical data for workforce demographic participation rates used in this report was obtained from the Department of Defense Civilian Personnel Data Systems (DCPDS). Data from DCPDS to prepare the NAVFACs FY 2013 Management Directive 715 (MD-715) Report was downloaded by Department of the Navy (DON) Equal Employment Opportunity (EEO) staff on 30 May 2013 and it was deployed to the NAVFAC. In previous years, the DON Affirmative Employment Reporting Tool (DART) and eVersity data systems were used to obtain workforce demographic participation rates but the use of those data systems were discontinued in FY 2013.

The information in this report represents a snapshot by Race, National Origin (RNO), sex and disability of the NAVFAC workforce participation rates as of 30 May 2013 in comparison with the FY 2012 workforce and the National Civilian Labor Force (NCLF) rates. The Census 2000 tracks the Nations occupations where workers live and work

and the Census 2000 file contains data on the number of people employed in nearly 500 occupations and the data covers gender, race, ethnicity, age, etc. The Census 2000 was used this reporting period.

The NAVFAC EEO Program Overview and FY 2013 Initiatives/Accomplishments

FY 2013 was a year of unprecedented challenges for the NAVFAC workforce. These challenges included fiscal constraints, a DON issued hiring freeze, sequestration and furloughs, the tragic events of the 16 September shooting at the Washington Navy Yard, a government shutdown, the implementation of the new Human Resources (HR) service delivery model and workforce shaping. The delivery and the deployment of the raw data from DCPDS that was used to prepare this report and conduct an in-depth barrier analysis also presented additional challenges this reporting period.

NAVFAC conducted its annual self-assessment against the MD 715 "Six Essential Elements" of a Model EEO Program by comparing FY 2013 and FY 2012 with the current state of the organization in order to determine FY 2013 accomplishments. Elements assessed are:

Essential Element A: Demonstrated Commitment from the NAVFAC Leadership
Essential Element B: Integration of EEO into NAVFAC's Strategic Mission
Essential Element C: Management and Program Accountability
Essential Element D: Proactive Prevention of Unlawful Discrimination
Essential Element E: Efficiency
Essential Element F: Responsiveness and Legal Compliance

These six essential elements serve as the foundation for the NAVFAC to establish a Model EEO Program.

Element A: Demonstrated Commitment from Agency Leadership: Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity; that EEO policy statements have been communicated to all employees; and that the agency EEO policy is vigorously enforced by agency management.

- (1) **Strength:** NAVFAC senior leadership continues to be fully committed to implementing and sustaining improvements to increase the diversity of its workforce. Senior Executive Service (SES) Champions were appointed for each Special Emphasis Program to provide senior leadership for their respective groups in FY 2012 and they continued to be engaged and involved in barrier analysis efforts throughout FY 2013.
- (2) **Strength:** All component Commanders/Commanding Officers have re-issued current EEO policy statements that are posted in the NAVFAC buildings, on internal bulletin boards, and on internal websites.
- (3) **Strength:** Questions provided in EEOC's MD-715 Part G were used as a starting point in the review of personnel practices, policies and procedures which are

examined on a regular basis to identify specific barriers and or deficiencies in agency policies and procedures and employment practices that limit equality of opportunity for any and all groups within the Enterprise.

- (4) **Strength:** In FY 2013 senior leadership sought and received approval and funding for a new NAVFAC EEO Complaints Manager position. This position will be responsible for addressing the critical need to improve timeliness of the NAVFACs complaints processing and will be filled in FY 2014.
- (5) **Strength:** The NAVFAC EEO Advisory Committee continued to ensure that senior leaders and required stakeholders were involved in the employment, advancement, and retention of all EEO groups, including individuals with targeted disabilities (IWTDs). One of the major functions of the Advisory Committee is to conduct barrier analysis.
- (6) **Strength:** Sufficient resources were provided to conduct on-site validation/assist visits in FY 2013. One validation visit (Southeast) and one assist visit (EXWC) was conducted and a schedule was established for additional validation/assist visits in FY 2014.
- (7) **Strength:** A dialogue was established with senior leadership regarding the funding of reasonable accommodation (RA) requests and it was decided that it was not necessary to establish a separate budget for RA requests because sufficient funding sources were available.
- (8) **Strength:** The NAVFAC Executive Director who serves as the Individuals with Targeted Disabilities (IWTDs) SES Champion met with all Special Emphasis Program Managers (SEPMs) and their respective SES Champions throughout the year to discuss and refine barrier analysis efforts. The NAVFAC Executive Director provided additional leadership and guidance to the SEPMs particularly as they prepared for their barrier analysis briefing to the Business Management Board (BMB). Barrier analysis efforts and findings were briefed to the (BMB). The BMB is the decision making board that leads the coordination, integration, and management of NAVFAC Business and support lines; provides the direction and oversight of programs, policies, and initiatives that support the NAVFAC workforce; assists the CIO in the prioritization, planning, programming, budgeting, and execution of IT projects within the NAVFAC.
- (9) **Strength:** The NAVFAC managers and supervisors and employees were provided initial and regular refresher training during the year to understand their responsibilities under the civil rights laws, including alternative dispute resolution, and how those responsibilities figure into the success of the NAVFACs EEO program and overall mission.
- (10) **Deficiency:** None noted.

Element B: Integration of EEO into the Agency's Strategic Mission: Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures, or practices, and supports the agency's strategic mission; that the EEO Officer has appropriate authority and resources to effectively carry out the program; that EEO has regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in and consulted on management and personnel actions by the agency head; and sufficient human resources and budget are allocated to the EEO program.

- (1) **Strength:** Senior leaders received regular briefings throughout the year regarding the status of the NAVFAC EEO program, barrier analysis efforts, the MD-715, EEO complaints management and status, significant findings or events and other related EEO initiatives.
- (2) **Strength:** Following the submission of the FY 2012 MD-715 report the "State of the EEO Program" was briefed to senior leaders which addressed all components of the report and the performance of the NAVFAC in each of the six essential elements of a model EEO program as well a report on the progress of the NAVFAC in completing its barrier analysis including any barriers it identified and/or eliminated or reduced. Additional briefings with senior leaders were conducted again upon receipt of the NAVFACs MD-715 scorecard from the Department of the Navy (DON).
- (3) **Strength:** The NAVFAC played an instrumental role in the implementation of the new HRO service delivery model to include influencing organizational design, staffing structure, placements involving coordinated training, job design, career management efforts to ensure proper identification of service delivery and addressing systematic issues associated with re-organization.
- (4) **Strength:** NAVFAC managers and supervisors and employees were provided initial and regular refresher training during the year to understand their responsibilities under the civil rights laws, including alternative dispute resolution, and how those responsibilities figure into the success of the NAVFACs EEO program and overall mission.
- (5) **Strength:** The NAVFAC DCO Supervisor Training which addressed EEO laws/regulations, discrimination complaint processing, reasonable accommodations, special emphasis programs, MD-715 and diversity was provided enterprise wide.
- (6) **Deficiency:** None noted.

Element C: Management and Program Accountability: Requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan. EEOs and personnel must meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC and DON management directives. EEO program officials are required to provide regular (monthly/quarterly/semi-annually) updates to management and supervisory officials.

- (1) **Strength:** The NAVFAC leadership has developed and deployed a standard information package/brief detailing special hiring authorities, reasonable accommodation procedures, Alternative Dispute Resolution (ADR) processes, barrier analysis procedures, and other aspects of achieving and maintaining a Model Program. This standard package was deployed to all NAVFAC Commands in FY 2012 and again in FY 2013.
- (2) **Strength:** The NAVFAC engaged servicing DEEOOs on improving the timeliness of complaints and monitored the process management of the complaint processing system for resolution attempts and more timely investigations. A new NAVFAC EEO Complaints Manager position has been approved and funded and will be filled in FY 2014.
- (3) **Strength:** Established all Special Emphasis Programs (SEP) by appointing two Special Emphasis Program Managers (SEPM) for each SEP as well as a Wounded Warrior Program Manager for the purpose of conducting barrier analysis to identify possible systemic forms of discrimination and barriers to equal employment opportunity. All SEPMS conducted a thorough analysis of their respective areas and briefed senior leaders on their findings throughout the year.
- (4) **Strength:** During FY 12 the NAVFAC developed a comprehensive reasonable accommodation (RA) process utilizing NAVFAC's "Business Management System" (NAVFAC BMS) which is the commands' source for consistent business processes, practices and resources. It provides a medium for sharing best practices and serves as a foundation for improving performances across NAVFAC. In addition to consistent business processes, it provides "one-stop" access for pertinent resources such as regulations, templates, forms, and links to other NAVFAC tools. NAVFAC BMS promotes efficiency and effectiveness by capturing best practices and making them accessible NAVFAC-wide. The RA process also established a RA team comprised of first level supervisors, HR specialists, RA specialists, Office of Counsel and other staff as deemed appropriate. This RA process was posted on the NAVFAC portal and was also made available to the workforce through a variety of other venues and was updated in FY 2013.
- (5) **Strength:** Monthly conference calls to disseminate information and to answer questions and address issues were conducted throughout the year with the DEEOOs under the new HR service delivery model. These monthly conference calls will continue to occur in FY 2014 to ensure alignment and accountability of the EEO programs in this new service delivery model.

(6) **Deficiency:** None noted.

Element D: Proactive Prevention: Requires that the agency conduct a self assessment on at least an annual basis to monitor progress and identify areas where barriers may operate to exclude certain groups. While some barriers are readily discernible, most are embedded in the agency's day-to-day employment policies, practices, and programs; this includes recruitment, hiring, career development, complete and non-competitive promotions, training, awards and incentive programs, disciplinary actions, and separations.

- (1) **Strength:** The NAVFAC Executive Director who serves as the Individuals with Targeted Disabilities (IWTDs) SES Champion met with all Special Emphasis Program Managers (SEPMs) and their respective SES Champions throughout the year to discuss and refine barrier analysis efforts. Barrier analysis efforts and findings were also briefed to the Business Management Board (BMB). The BMB is the decision making board that leads the coordination, integration, and management of NAVFAC Business and support lines; provides the direction and oversight of programs, policies, and initiatives that support the NAVFAC workforce; assists the CIO in the prioritization, planning, programming, budgeting, and execution of IT projects within the NAVFAC.
- (2) **Strength:** A new recruitment strategy was established in FY 2013 and a partnership was established with several Navy Systems Commands. Multiple areas of low participation will be the focus of this new strategic recruitment initiative. Triggers of continuing low participation have been documented for Hispanics (Males and Females), Females (White), and Individuals with Targeted Disabilities (IWTDs) at the majority of NAVFAC sites.
- (3) **Strength:** In FY 2012 and FY 2013 the Naval Facilities Commands (FECs) reported that attitudinal barriers by supervisors and managers existed as evidenced by comments made in one on one conversations, training sessions and other public forums. Some FECs are addressing attitudinal barriers with increased training initiatives and by communicating with other commands to determine best practices for eliminating the barrier.
- (4) **Deficiency:** None noted.

Element E: Efficiency: Requires that each agency shall assure that individual complaints are thoroughly investigated; that a model EEO program must have an efficient and fair dispute resolution process; and effective systems for evaluating the impact and effectiveness of its EEO programs.

- (1) **Strength:** The number of formal NAVFAC EEO complaints filed in FY 2013 are at the lowest rate since FY 2008. In FY 2008 there were 55 formals, in FY 2009 there were 58 formals, in FY 2010 there were 66 formals, in

FY2011 there were 63 formals, in FY 2012 there were 57 formals and in FY 2013 there were 42 formals.

- (2) **Strength:** The NAVFAC has a RA Program Manager to coordinate and assist with processing requests for disability accommodations.
- (3) **Strength:** The NAVFAC has an Alternative Dispute Resolution (ADR) Program Manager to coordinate and process requests for ADR. The NAVFAC encourages the widespread use of a fair ADR program that facilitates the early, effective and efficient resolution of complaints. The NAVFAC disseminates this information through a variety of venues to include training, newsletter articles, websites, brochures, flyers, etc.
- (4) **Strength:** In FY 2013 senior leadership sought and received approval and funding for a new NAVFAC EEO Complaints Manager position. This position will be responsible for addressing the critical need to improve timeliness of the NAVFACs complaints processing and will be filled in FY 2014.
- (5) **Deficiency:** EEO investigations are not completed within the applicable prescribed time frames. A NAVFAC Complaints Manager position was authorized in FY 2013 and this authorization/addition is expected to improve processing times.
- (6) **Deficiency:** Recruitment efforts and the analysis of those efforts have not been tracked to identify potential barriers in accordance with MD-715 and DON standards because applicant flow data has not been available.

Element F: Responsiveness and Legal Compliance: Requires agencies to report to the EEOC information concerning pre-complaint counseling, ADR, and the status, processing and disposition of complaints under this part at such times and in such manner as the Commission prescribes. This data is required on EEOC Form 462.

- (1) **Strength:** The NAVFAC has a system of management control to ensure that management officials comply with any orders or directives issued by an EEOC Administrative Judge.
- (2) **Strength:** Legal sufficiency reviews of EEO matters are handled by a functional unit that is separate from the unit which handles agency representation in discrimination complaints.
- (3) **Deficiency:** None noted.

Individuals with Targeted Disabilities Program (IWTD)

The IWTDs SEPMs and their SES Champion conducted a thorough and in-depth barrier analysis to identify possible systemic forms of discrimination and barriers to equal employment opportunity for IWTDs. The participation rates of IWTDs decreased in FY 2013 as compared to FY 2012 participation rates. It is the goal of the DON to achieve a workforce representation of 2% of IWTDs. In FY 2012 and FY 2013 some of the Naval Facilities Commands (FECs) reported that attitudinal barriers by supervisors and managers existed as evidenced by comments made in one on one conversations, training sessions and other public forums. Some FECs are addressing attitudinal barriers with increased training initiatives and by communicating with other commands to determine best practices for eliminating the barrier. Actions towards eliminating attitudinal barriers are planned for FY 2014.

Workforce Profile Analysis

At the end of FY 2013 the NAVFAC workforce is comprised of 15,722 civilian permanent and temporary appropriated fund employees. In FY 2012 the NAVFAC workforce was comprised of 16,276 civilian permanent and temporary appropriated fund employees. As compared to FY 2013 this represents a 3% decrease (504 less employees). Due to continuing fiscal uncertainty, the DON issued a hiring freeze in January 2013, which halted the majority of the hiring actions. The majority of commands reported that the NAVFAC hiring freeze, sequestration, and the "NAVFAC First" policy which only authorizes current NAVFAC employees to be hired, coupled with a low turnover/attrition rate causes limited opportunities for IWTDs and other demographic groups to apply for jobs within the NAVFAC. Males comprise 75% of the total NAVFAC workforce and females comprise 25% of the total NAVFAC workforce. Individuals with targeted disabilities (IWTDs) comprise 0.64% of the NAVFAC workforce which is below the DON goal of 2%.

There are five groups that participate in the overall NAVFAC workforce at a lower rate as compared to the National Civilian Labor Force (NCLF). These groups are Hispanic males and females, White females, Black females and American Indian/Alaska Native females. These groups have consistently lower participation rates when compared to the NCLF from FY 2010 through FY 2013.

In FY 2013 the major occupations in the NAVFAC workforce were: Engineering Technician (0802), Contract Specialist (1102), General Engineer (0801), Civil Engineer (0810), Contract Surveillance (1101), Environmental Engineer (0819), Management and Program Analysis (0343), Mechanical Engineer (0803), Electrician (2805) and Maintenance Mechanic (4749).

A review of the NAVFAC major occupations shows the demographic groups with significantly low participation rates in each of the NAVFAC major occupations. White

males are participating below the Occupational Civilian Labor Force (OCLF) in six of the ten NAVFAC major occupations, series: 0343, 0801, 0810, 0819, 1102 and 2805. White females showed low participation rates in six of the ten major occupations, series: 0801, 0802, 0803, 1102, 2805 and 4749. Asian males showed a low participation rate in the 0343 series and Asian females showed a low participation rate in the 0801 series. Hispanic males showed low participation rates in seven of the NAVFACs major occupations, series: 0343, 0802, 0819, 0803, 1101, 2805, and series 4749. Hispanic females showed low participation rates in five of the NAVFACs ten major occupations, series: 0801, 0802 and 0803, 0343 and 1101. Black males showed low participation rates in two of the ten major occupations, series: 0819, and 4749. Black females showed low participation rates in two of the NAVFACs ten major occupations, series: 0802 and the 0803 series.

The participation rate of IWTDs in the aggregate of these major occupations has remained consistent since FY 2010 and through FY 2013 with very little increases or decreases in participation rates with the exception of the mechanical engineering series (0803). There was zero participation of IWTDs in FY 2013 in the 0803 series as compared to participation rates in FY 2010-FY 2012. The participation rate of IWTDs in the major NAVFAC occupations is greater than their participation rate in the total NAVFAC workforce. The engineering technician series (0802) had the highest participation rate of IWTDs, followed by the 1102 and 0801 series.

EEO Complaints Analysis

In FY 2013 there were 42 formal NAVFAC EEO complaints as compared to 57 formal complaints in FY 2012 and 63 formals in FY 2011, 66 formals in FY 2010, 58 formals in FY 2009 and 55 formals in 2008. The top basis' for EEO complaints in FY 2013 were reprisal, race-black, age, sex-female and disability. The top issues for EEO complaints were non-sexual harassment, promotion/non-selection, appointment/hire, terms/conditions of employment and reprimand. The average processing time for completing investigations in FY 2013 was 263 days which exceeds the 180 day limit as prescribed by regulatory guidance. It is only slightly below processing times in FY 2012 which was 268 days. To address the critical need to improve timeliness of the NAVFACs complaints processing the NAVFAC received the authorization and funding to establish a Complaints Manager position in FY 2013. The complaints manager position will be filled in FY 2014. This position will be responsible for addressing the critical need to improve timeliness of the NAVFACs complaints processing. A summary of NAVFAC FY 2013 complaints costs indicate that total closures with monetary benefits totaled \$212,500. Lump sum payments totaled \$196,500 compensatory damages totaled \$6,500 and attorney fees and costs totaled \$9,500. The total for closures with monetary benefits for the NAVFAC in FY 2013 equaled \$425,000.

Results of the FY 2013 Self-Assessment

As stated above, the NAVFAC is untimely in completing EEO investigations. Timely processing of complaints at the formal level is an area of concern and notably the excessive delay in submitting the case for investigation even after the Notice of Acceptance has been issued. The failure to complete an investigation within 180 days

puts the NAVFAC at risk for receiving a sanction by the Equal Employment Opportunity Commission (EEOC) for failure to complete an investigation within 180 days and potentially could include a liability of up to \$300,000 in compensatory damages. To address the critical need to improve timeliness of the NAVFACs complaints processing the NAVFAC received the authorization and funding to establish a Complaints Manager position in FY 2013. The complaints manager position will be filled in FY 2014. This position will be responsible for addressing the critical need to improve timeliness of the NAVFACs complaints processing.

FY 2014 Plans of Action

The NAVFAC FY 2014 EEO Plans to Attain the Essential Elements of a Model EEO Program (Part H) includes: Improving the timeliness of formal complaints processing through compliance with DON policy and regulatory guidance.

The NAVFAC FY 2014 Plan to Eliminate Identified Barriers (Part I) includes requirements to: determine if there are barriers to equal employment opportunity for Hispanic males (Part I-2), Hispanic females (Part I-2), White females (Part I-5), IWTDs (Part I-3), decrease perceived attitudinal barriers regarding the employment of IWTDs (Part I-4) and determine the factors that limit or impact the advancement of Asian males and Asian females to high grades and SES levels.

In recognition of the varying levels of expertise inherent in the new service delivery model the NAVFAC will continue to focus attention on ensuring alignment and accountability by providing oversight, direction and guidance to newly established EEO offices. Extending efforts to conduct a more effective and in-depth analysis of barriers to equal employment opportunity will be continued in FY 2014.



EEO Program Status Report

**FY 2013
Part E-1
Work Force Analysis
Attachment**

PART E **EXECUTIVE SUMMARY – Attachment 1**

NAVFAC Workforce Analysis

NAVFAC Total Workforce

RNO	Gender	2010	2011	2012	2013	NCL FF	NCLF minus 2013 rate*
Hispanic	Male	3.76%	3.92% ↑	3.94% ↑	4.00% ↑	6.20%	2.20%
	Female	1.88%	1.78% ↓	1.78% =	1.80% ↑	4.50%	2.70%
White	Male	50.47%	49.80% ↓	49.82% ↑	49.90% ↑	39.00%	
	Female	14.90%	14.46% ↓	14.14% ↓	14.10% ↓	33.70%	19.6%
Black	Male	7.79%	7.93% ↑	8.01% ↑	7.90% ↑	4.80%	
	Female	3.56%	3.58% ↑	3.61% ↑	3.70% ↑	5.70%	2.00%
Asian	Male	9.71%	9.90% ↑	8.71% ↓	6.90% ↓	1.90%	
	Female	3.94%	4.05% ↑	3.91% ↓	2.80% ↓	1.70%	
NHOP1	Male	1.57%	1.69% ↑	1.98% ↑	4.50% ↑	0.10%	
	Female	0.69%	0.84% ↑	0.89% ↑	1.90% ↑	0.10%	
AIAN	Male	0.40%	0.38% ↓	0.41% ↑	0.40% ↓	0.30%	
	Female	0.20%	0.20% =	0.18% ↓	0.20% ↑	0.30%	0.01%

The table above shows the overall participation rates of each demographic in the Naval Facilities Engineering Command (NAVFAC). The statistical data for workforce participation used in this report was obtained from the Department of Defense Civilian Personnel Data Systems (DCPDS). Data from DCPDS to prepare NAVFACs FY 2013 Management Directive 715 (MD-715) report was downloaded by Department of the Navy (DON) Equal Employment Opportunity (EEO) staff on 30 May 2013 and was deployed to the NAVFAC.

At the end of FY 2013 the NAVFAC workforce is comprised of 15,722 civilian permanent and temporary appropriated fund employees. In FY 2012 The NAVFAC workforce was comprised of 16,276 civilian permanent and temporary appropriated fund employees. As compared to FY 2013 this represents a 3% decrease (504 less employees). Males comprise 75% of the total NAVFAC workforce and females comprise 25% of the total NAVFAC workforce. Individuals with targeted disabilities (IWTDS) comprise 0.64% of the

participate in the overall NAVFAC workforce at a lower rate as compared to the National Civilian Labor Force (NCLF). These groups are Hispanic males and females, White females, Black females and American Indian /Alaska Native females. These groups have consistently lower participation rates when compared to the NCLF from FY 2010 through FY 2013. White males and females consistently participate at a rate higher than the NCLF from FY 2010 through FY 2013.

Analysis is based on Table A-1 Total Workforce-Distribution by Race/Ethnicity and Sex as of 30 May 2013. Red or green arrows indicate an increase or decrease from the previous years.

Grade Level Analysis

PARTICIPATION RATES FOR SES/Senior Executives and Pipeline Grades by Race/Ethnicity and Gender												
Grade Levels	RACE/ETHNICITY											
	Hispanic or Latino		Non- Hispanic or Latino									
			White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
	male	female	male	female	male	female	male	female	male	female	male	female
Executive/ Senior Level 15 & Above	4.50%	3.40%	49.70%	26.30%	3.40%	1.10%	4.50%	3.40%	1.70%	1.10%	0.00%	0.00%
GS 13/14 and Non-GS equivalent grades	2.60%	1.90%	52.30%	18.10%	4.00%	3.00%	6.20%	3.70%	3.60%	2.30%	0.20%	0.10%
GS 12 and Non-GS equivalent grades	3.50%	0.60%	61.40%	5.60%	11.00%	1.30%	5.50%	1.10%	8.10%	0.60%	0.04%	0.20%
RCLF	3.44%	1.70%	50.91%	17.91%	7.82%	5.42%	6.65%	2.72%	0.97%	0.38%	0.42%	0.18%

A review of the NAVFACs high grades indicates that in the Senior Executive Service (SES) and equivalent grades, Hispanic males and Hispanic females, White females, Asian females and Native Hawaiian/Pacific Islander (NHPI) males and females participate at a higher rate when compared to the rest of the demographic groups. White males are slightly below the Regional Civilian Labor Force (RCLF) at a rate of 49.70% as compared to the RCLF of 50.91%. At the GS13/14 and Non-GS equivalent grades Hispanic females, White males and females, Asian females and NHPI males and females participate above the RCLF. American Indian/Alaska Native males and females participate below the RCLF. Non-GS equivalent grades include blue collar employees paid under the federal wage system (FWS). FWS positions are craft, trade and labor positions and includes several different pay plans (Wage Grade, Wage Leader and Wage Supervisor, etc.) American Indian/Alaska Native males and females were absent in the Executive/Senior Level and the 15 & above level. The majority of positions occupied in the NAVFAC workforce are at the GS-12 level with 4,243 employees, followed by GS-13 positions occupied with 2,269 employees. 644 employees occupy GS-14 positions in the

NAVFAC workforce and 208 employees occupy GS-15 positions. Within the NAVFAC workforce 9 senior executive service positions are occupied.

Analysis Based on Table A-3.

Federal Wage System

The Federal Wage System (FWS) includes blue collar employees paid under the federal wage system. FWS positions are craft, trade and labor positions, which include several different pay plans (WG, WL, WS, etc). An analysis of all demographic groups' overall participation in the FWS indicates that males participate at consistently higher rates than females. FWS Grade-10 has the highest participation rate of all of the FWS grades with males participating at consistently high rates (99.0%) of which white males participate at a rate of 60.80%, followed by Black males at a rate of 15.30% and Asian males with a participation rate of 8.50%. The second highest grade with the largest participation rate is the FWS Grade-8. Males participated at 97% with white males participating at a rate of 60.00% followed by Black males at 15.40% and Asian males at 6.10%. All female demographic groups are absent from FWS Grades-12-FWS Grades-16. NAVFAC will monitor these demographic groups closely in FY 2014 when 2010 census data will be used instead of 2000 census data which formed the basis for the FY 2013 analysis. It is expected that there will be significant changes regarding analysis and comparison in future Fiscal years as a result of utilizing the 2010 Census data.

Analysis based on Tables A-5-1 and A-5-2 as of 30 May 2013.

NAVFAC Major Occupations

The tables below show the demographic groups with **significantly low participation rates** in each of the NAVFAC major occupations. White males are participating below the Occupational Civilian Labor Force (OCLF) in six of the ten NAVFAC major occupations, series: 0343, 0801, 0810, 0819, 1102 and 2805. White females showed low participation rates in six of the ten major occupations, series: 0801, 0802, 0803, 1102, 2805 and 4749. Asian males showed a low participation rate in the 0343 series and Asian females showed a low participation rate in the 0801 series. Hispanic males showed low participation rates in seven of the NAVFACs major occupations, series: 0343, 0802, 0819, 0803, 1101, 2805, and series 4749. Hispanic females showed low participation rates in five of the NAVFACs ten major occupations, series: 0801, 0802 and 0803, 0343 and 1101. Black males showed low participation rates in two of the ten major occupations, series: 0819, and 4749. Black females showed low participation rates in two of the NAVFACs ten major occupations, series: 0802 and the 0803 series.

In FY 2013 American Indian/Alaska Native males were absent in two of the NAVFACs major occupations, series: 1102 and 0801. This represents an increase as compared to FY 2011 & FY 2012 when they were absent in only one of the NAVFACs ten major occupations but it represents a decrease when compared to FY 2010 when they were absent in three of the NAVFACs ten major occupations. American Indian/Alaska Native females were absent in five of the NAVFACs ten major occupations, series: 0802, 0801, 0810, 1101, and the 0803 series IN FY 2013. American Indian/Alaska Native females'

absence in five of NAVFACs ten major occupations in FY 2013 represents an increase as compared to prior fiscal years. In FY 2010 American Indian/Alaska Native females were absent in three of NAVFACs ten major occupations. In FY 2011 they were absent in two of NAVFACs ten major occupations. In FY 2012 American Indian/Alaska Native females were absent in four of NAVFACs ten major occupations. American Indian/Alaska Native males and females participation rates in the NAVFAC workforce has remained at consistent levels as compared to prior fiscal years. In FY 2013 they represented 0.60% of the workforce. In FY 2012 they represented 0.59% of the workforce and in FY 2011 they represented 0.58% of the NAVFACs workforce and in FY 2010 American Indian/Alaska Natives represented 0.60% of the workforce.

Demographic groups that have shown a decline in participation rates in the following top ten NAVFAC major occupations in the last two years are Asian males in the 0343 series and Hispanic females in the 0803 series. Demographic groups that have shown a decline in the top ten occupations for the past three years include Asian females in the 0801 series, White females in the 1101 series and White males in the 1102 series. Hispanic males have shown slight but steady increases in two of the NAVFACs top ten major occupations: the 0802 series and in the 0343 Series.

The NAVFAC will monitor these demographic groups in the top ten series in FY 2014 as the NAVFAC transitions to a comparison using 2010 Census data in FY 2014. Problems with the 2010 Census data precluded its use in the current fiscal year.

Engineering Technician (0802) Total Employees: 1,133

RNO/GENDER	2010	2011	2012	2013	OCLF
Hispanic Males	3.18%	3.48% ↑	3.82% ↑	4.10% ↑	6.10%
Hispanic Females	0.15%	0.22% ↑	0.31% ↑	0.20% ↓	1.60%
White Females	5.23%	5.07% ↓	5.69% ↑	3.90% ↓	13.00%
Black Females	0.61%	0.61% ↓	0.55% ↑	0.60% ↑	2.20%

Contract Specialist (1102) Total Employees: 962

RNO/GENDER	2010	2011	2012	2013	OCLF
White Males	23.75%	23.06% ↓	22.15% ↓	21.50% ↓	71.80%
White Females	36.46%	35.08% ↓	35.22% ↑	34.50% ↓	42.70%
Asian Females	4.08%	4.19% ↑	4.20% ↑	3.80% ↓	9.90%

General Engineer (0801) Total Employees: 690

RNO/GENDER	2010	2011	2012	2013	OCLF
White Males	65.53%	65.25% ↓	64.45% ↓	65.90% ↑	71.80%
White Females	8.40%	8.79% ↑	8.82% ↑	8.30% ↓	24.70%
Asian Females	2.20%	2.07% ↓	2.05% ↓	1.40% ↓	2.90%
Hispanic Females	0.39%	0.39% =	0.41% ↑	0.30% ↓	0.60%

Civil Engineer (0810) Total Employees: 676

RNO/GENDER	2010	2011	2012	2013	OCLF
White Males	54.83%	53.33% ↓	53.69% ↑	53.30% ↓	79.00%

Contract Surveillance (1101) Total Employees: 554

RNO/GENDER	2010	2011	2012	2013	OCLF
Hispanic Males	2.97%	3.45% ↑	3.82% ↑	3.60% ↓	4.20%
Hispanic Females	22.29%	21.05% ↓	20.36% ↓	20.00% ↓	27.40%

Environmental Engineer (0819) Total Employees: 503

RNO/GENDER	2010	2011	2012	2013	OCLF
White Males	47.68%	45.69% ↓	47.41% ↑	46.70% ↓	50.80%
Black Males	1.93%	2.43% ↑	2.30% ↓	2.40% ↑	6.50%
Hispanic Males	3.28%	2.81% ↓	2.50% ↓	2.60% ↑	4.20%

Management Program Analysis (0343) Total Employees: 447

RNO/GENDER	2010	2011	2012	2013	OCLF
White Males	18.43%	15.13% ↓	16.42% ↑	16.10% ↓	52.50%
Asian Males	2.69%	4.06% ↑	3.40% ↓	2.70% ↓	3.40%
Hispanic Males	0.96%	1.29% ↑	1.51% ↑	1.60% ↑	2.00%

Mechanical Engineer (0803) Total Employees: 438

RNO/GENDER	2010	2011	2012	2013	OCLF
Hispanic Males	3.50%	3.44% ↓	4.25% ↑	5.30% ↑	4.70%
Hispanic Females	1.40%	1.51% ↑	1.12% ↓	1.10% ↓	5.30%
White Females	6.31%	7.10% ↑	6.49% ↓	7.30% ↑	39.70%
Black Females	0.47%	0.43% ↓	0.45% ↑	0.20% ↓	7.80%

Electrician (2805) Total Employees: 436

RNO/GENDER	2010	2011	2012	2013	OCLF
Hispanic Males	4.69%	3.77% ↓	3.82% ↑	3.70% ↓	8.40%
White Males	65.93%	61.86% ↓	62.02% ↑	62.20% ↑	79.70%
White Females	1.04%	0.67% ↓	0.67% =	0.70% ↑	1.90%

Maintenance Mechanic (4749) Total Employees: 406

RNO/GENDER	2010	2011	2012	2013	OCLF
Hispanic Males	8.23%	8.39% ↓	7.40% ↓	7.40% ↓	12.10%
White Females	1.80%	1.36% ↓	1.39% ↑	1.20% ↓	2.60%
Black Males	7.71%	8.39% ↑	8.33% ↑	8.90% ↓	9.70%

Analysis based on Table A-6 as of 30 May 2013.

Accessions: Total: 343

RNO/GENDER		NCLF	Accessions			
			FY10	FY11	FY12	FY13
Hispanic	Male	6.20%	4.38%	5.63%	3.64%	4.90%
	Female	4.50%	0.64%	0.94%	0.58%	0.00%
White	Male	39.00%	51.57%	50.23%	63.99%	56.40%
	Female	33.70%	16.57%	13.62%	10.6%	10.80%
Black	Male	4.80%	4.67%	8.45%	8.31%	9.300%
	Female	5.70%	2.24%	2.82%	2.92%	4.40%
Asian	Male	1.90%	12.35%	7.51%	4.37%	5.20%
	Female	1.70%	3.26%	0.47%	0.44%	0.30%
NH/PI	Male	0.10%	2.62%	16.90%	2.33%	5.50%
	Female	0.10%	0.45%	0.94%	0.15%	0.90%
AIAN	Male	0.30%	0.32%	1.41%	0.73%	0.30%
	Female	0.30%	0.06%	0.0%	0.0%	0.30%

The Accession table above shows that over 50% (56.40%) of all new hires in FY 2013 were White males. In FY 2012 White males represented 63.99% of all new hires and in FY 2011 White males represented 50.23% of all new hires and in FY 2010 White males represented 51.57% of all new hires. In FY 2010 there were 1,562 new hires, in FY 2011 there were 213 new hires and in FY 2012 there were 686 new hires as compared to 343 new hires in FY 2013. As a result of continuing fiscal uncertainty the Department of the Navy (DON) issued a hiring freeze in January 2013 which put halted the majority on the majority of hiring actions. The majority of the NAVFACs FECs also reported that the NAVFAC hiring freeze, the "NAVFAC First" policy, which only authorized current NAVFAC employees to apply for NAVFAC positions, sequestration and the government shutdown; coupled with a low turnover attrition rate caused limited opportunities for applicants to apply for positions in the NAVFAC and to be selected. In addition, this decline may also

be attributed to the date in which the required data to prepare the MD-715 report was downloaded from DCPDS. The Data was downloaded 30 May 2013, which excluded the entire fourth quarter of the fiscal year. As compared to previous reporting years demographic groups showing a decline in accessions as compared to the National Civilian Labor Force (NCLF), are White females, Hispanic males, and Black females. Demographic groups above the NCLF include: White males, Black males, Asian males, Native Hawaiian/Pacific Islander males and females. American Indian/Alaska Native accession rate is equal to the NCLF rate. During FY 2013 there were no accessions of Hispanic females. During FY2010, FY2011 and FY 2012 Hispanic females were represented in accessions. Applicant flow data is not available and until such time that applicant flow data becomes available the NAVFAC will not be able to determine why there were zero accessions of Hispanic females in FY 2013. The NAVFAC will closely monitor the low accession rates of demographic groups when the NAVFAC transitions to a comparison using the 2010 Census data in FY 2014. Problems with the 2010 Census data precluded its use in the current fiscal year.

Analysis based on Table A-8 as of 30 May 2013.

Separations: Total: 877

RNO/Gender		Participation Rate	Separations			
			FY10	FY11	FY12	FY13
Hispanic	Male	4.00%	4.91%	1.84%	3.85%	3.00%
	Female	1.80%	1.03%	3.99%	1.96%	1.40%
White	Male	49.90%	50.65%	51.84%	50.80%	46.20%
	Female	14.10%	17.7%	17.18%	16.0%	12.80%
Black	Male	7.90%	6.98%	4.60%	6.72%	9.50%
	Female	3.70%	3.36%	4.29%	3.78%	3.50%
Asian	Male	6.90%	9.13%	8.28%	7.84%	8.10%
	Female	2.80%	2.84%	2.45%	3.71%	2.70%
NHPI	Male	4.50%	1.29%	0.61%	2.24%	6.40%
	Female	1.90%	0.00%	0.61%	0.84%	1.90%
AIAN	Male	0.40%	0.60%	0.31%	0.42%	0.80%
	Female	0.02%	0.09%	0.31%	0.42%	0.00%

A review of the Separation table indicates that Black males, Asian males, Native Hawaiian/Pacific Islander males and American Indian/Alaska Native males are separating at a higher rate than their participation rate in the NAVFAC workforce in FY 2013. At this aggregate level though it is difficult to make any conclusive statements about the population gains or losses of any group because it is only at the analysis level of a specific occupational series that it can be determined if progress has been made or not made. As a result of this it is essential that the NAVFAC focus on improving barrier analysis skills across the Enterprise. For more details on the NAVFACs focus on improving skills needed to conduct a thorough barrier analysis, see FY 2014 Part I.

Analysis based on Table A-14 as of 30 May 2013.

Individual with Targeted Disabilities (IWTD)

Appropriated Fund	EEOC Goal	2010	2011	2012	2013	2.0% minus 2013 DON Participation
IWTD	2.0%	0.67%	0.66% ↓	0.68% ↑	0.64% ↓	1.36%
Non-targeted Disabilities	N/A	5.68%	6.07% ↑	6.22% ↑	7.07% ↑	N/A

The participation rate of individuals with targeted disabilities decreased in FY 2011 and FY 2013. In FY 2013, 0.64% (100 employees) of the NAVFAC workforce were individuals who self identified as having a targeted disability. A targeted disability includes: hearing, vision, missing extremities, partial paralysis, complete paralysis, epilepsy, intellectual disability, psychiatric disability and dwarfism. This shows a net change of -1.36% (10 employees) from last fiscal year which is lower than the Equal Employment Opportunity Commission's (EEOC) goal of 2.0% for Individuals with Targeted Disabilities (IWTD).

Unlike the decreasing participation trend for individuals with targeted disabilities, the participation rate of individuals with non-targeted disabilities has increased in each of the last four fiscal years. In FY 2013, the NAVFAC employed 1,111 (7.07%) individuals who reported non-targeted disabilities. This is a .85% (1,012 employees) net change from FY 2012. In FY 2013, 1.93% (304 employees) of the workforce chose not to identify whether or not they have a disability. The 1.93% of the NAVFAC workforce who chose not to self-identify creates the possibility that the NAVFAC may not have an accurate record of all those with targeted or other types of disabilities. To address this concern in FY 2013, some NAVFAC Facilities Engineering Commands reported that they utilized National Disability Employment Awareness Month which occurs annually each October as a means to inform and educate the workforce about non-targeted disabilities and targeted disabilities. At NAVFAC Headquarters, the two IWTD Special Emphasis Program Managers in concert with the IWTD SES Champion discussed in a public forum why it was necessary to disclose information regarding targeted and non-

targeted disabilities by self identifying. They also encouraged employees to re-validate their disability status.

During this public forum Standard Form (SF) 256 was made available to employees to fill out and complete. Following the public forum the IWTD SES Champion released an email to the workforce reiterating in writing what was discussed during the public forum, which also included where the SF 256 form could be obtained and point of contacts for submitting the form and encouraging senior leaders, supervisors and managers with hiring authorities to consider hiring employees with disabilities.

Analysis based on Table B-1 as of 30 May 2013.

Accessions: Total: 343

Accessions	Type	FY 2010	FY 2011	FY 2012	FY2013
IWTD	Permanent	0.31%	0.0% ↓	0.44% ↑	0.64% ↑
	Temporary	0.16%	0.0% ↓	0.79% ↑	0.00% ↓
Other Disabilities	Permanent	3.03%	0.0% ↓	5.54% ↑	11.18 ↑
	Temporary	5.70%	4.85% ↓	3.97% ↓	10.00% ↑
Not Identified	Permanent	2.15%	0.0% ↓	0.87% ↑	3.51% ↑
	Temporary	0.95%	1.94% ↑	0.79% ↓	6.67% ↑
No Disabilities	Permanent	94.50%	0.0% ↓	93.15% ↑	85.30% ↓
	Temporary	93.20%	93.20% =	94.44% ↑	83.33% ↓

The NAVFAC hired a total of 343 Appropriated Fund (AF) employees in FY 2013. Of these permanent employees, 0.64% or 2 employees have targeted disabilities and 11.18% (35 employees) identified themselves as having other than targeted disabilities. The 0.64% rate of permanent IWTD rate represents a slight increase as compared to 0.44% in FY 2012. In FY 2013 3.51% (11 employees) chose not to provide information regarding their disability status. In an effort to ensure that individuals are accurately self identified, several FECs reported that they conducted re-validation campaigns with positive results and that National Disability Employment Awareness Month was also used as a vehicle to disseminate information regarding the importance of employees re-validating their disability status. Of the 2 new IWTD hires, 2 employees were permanent hires and zero came onboard as temporary employees.

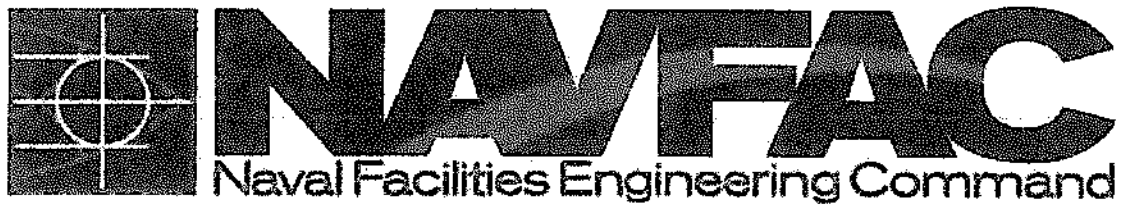
Several NAVFAC FECs reported that individuals with targeted disabilities are reluctant to self-identify. Additional information can be found in the NAVFAC Part J. Analysis based on Table B-8 as of 30 May 2013.

Separations: Total: 877

Separations	Type	FY 2010	FY 2011	FY 2012	FY 2013
IWTB	Voluntary	0.41%	0.31% ↓	0.44% ↑	0.66% ↑
	Involuntary	0.00%	1.68% ↑	0.79% ↓	0.00% ↓
Other Disabilities	Voluntary	5.39%	6.54% ↑	5.54% ↓	8.65% ↑
	Involuntary	3.83%	5.04% ↑	3.97% ↓	6.67% ↑
Not Identified	Voluntary	2.14%	1.87% ↓	0.87% ↓	1.83% ↑
	Involuntary	2.13%	1.68% ↓	0.79% ↓	1.90% ↑
No Disabilities	Voluntary	92.07%	81.06% ↓	93.15% ↑	89.52% ↓
	Involuntary	94.04%	73.11% ↓	94.44% ↑	91.43% ↓

There were 763 separations in the NAVFAC in FY 2013. Of these employees, 0.66% or 5 employees have targeted disabilities and 8.65% or 66 have disabilities other than targeted disabilities. Of the 5 IWTBs who separated, all 5 were voluntary separations. Of those with other than targeted disabilities, 66 were voluntary and 7 were involuntary.

Analysis based on Tables B-14 as of 30 May 2013.



EEO Program Status Report

FY 2013

Part G

U.S. Equal Employment Opportunity Commission
DON ANNUAL EEO PROGRAM STATUS REPORT
NAVFAC FY 2013 SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

Essential Element A: DEMONSTRATED COMMITMENT FROM DON LEADERSHIP
Requires the EEO to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
1. The EEO was installed on 26 October 2012. The EEO policy statement was issued on 20 November 2012. Was the EEO policy Statement issued within 6 - 9 months of the installation of the EEO? If no, provide an explanation.		X		EEOC FORM 715-01 PART H
2. During the current EEO's tenure, has the EEO policy Statement been re-issued annually?		X		Attachment 1. Policies for FY 14 were submitted for new signatures 12 September 2013.
3. Are new employees provided copies of the EEO policy statements during orientation?		X		EEO policy statements are given to new employees during orientation as part of their welcome packet.
4. When an employee is promoted into the supervisory ranks, is s/he provided copies of the EEO policy statements?		X		Copies of EEO policies are given to new supervisors.
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
5. Have the heads of commands/activities disseminated and communicated support of all DON EEO policies issued in the current reporting period through the ranks, e.g. CHRMs 1603 DON EEO Program Assessments and 1604 Guide for Conducting an Effective Barrier Analysis?		X		
6. Has the command/activity made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
7. Has the command/activity prominently posted such written materials in all personnel offices, EEO offices, and on internal websites? (see 29 CFR 81614.102(d)(9))		X		

Compliance Indicator	DON EEO policy is vigorously enforced by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
8. Are managers and supervisors evaluated on their commitment to DON EEO policies and principles, such as:		X		
• Resolving problems/disagreements and other conflicts in their respective work environments as they arise?				
• Addressing concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?				
• Supporting the command/activity EEO program through allocation of mission personnel to participate in community outreach and recruitment programs with private employers, public schools and universities?				
• Ensuring full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?				
• Ensuring a workplace that is free from all forms of discrimination, harassment and retaliation?				
• Ensuring subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communication?				
• Ensuring the provision of requested religious accommodations when such accommodations do not cause an undue hardship?				
• Ensuring the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?				
9. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		X		
10. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees/supervisors by disseminating such procedures during orientation of new employees/supervisors and by making such procedures available electronically?		X		Policy and procedures for RA disseminated during orientation of new employees/supervisors, employee/supervisor EEO training and is included on the NAVFAC web page as an approved Business Management System (BMS).
11. Have managers and supervisors been trained on their EEO responsibilities, to include the procedures for reasonable accommodation?		X		RA policy and procedures is included in EEO manager/supervisory training.
Compliance Indicator	Annual EEO Assessment	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	

12. For major command response only. Did the EEOC issue a memorandum announcing the start of the command's annual assessment of its EEO program, to include the identification of roles and responsibilities for its accomplishment and the resultant status report?	X		Attachment 2, 6 September 2013. Email sent from Chief Management Officer (for the EEOC).
13. For major command response only. Did all subordinate activities accomplish an annual assessment for the current reporting period and submit the resultant status report for incorporation into the command's report?	X		Attachment 3.

Essential Element B: INTEGRATION OF EEO INTO THE COMMAND'S/ACTIVITY'S STRATEGIC MISSION
Requires that the Command/Activity EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of its policies, procedures or practices and supports the strategic mission.

Compliance Indicator	The EEO Program structure provides the CDEEOO with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
14. For major command response only. Are the duties and responsibilities of EEO practitioners clearly defined?		X		
15. For major command response only. Do the EEO practitioners have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
16. For major command response only. Are there organizational charts that clearly define the reporting structure for EEO programs?		X		
17. Does the EEO Office work collaboratively with Human Resources, supervisors/managers, counsel and other appropriate stakeholders to effectively carry out a successful EEO Program?		X		
Compliance Indicator	The CDEEOO/DEEOO and other EEO professional staff responsible for EEO programs have regular and effective means of informing the command/activity head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
18. Does the CDEEOO/DEEOO have a regular and effective means of informing the EEOO and other top management officials of the effectiveness, efficiency and legal compliance of the command's/activity's EEO program?		X		The CDEEOO has routine meetings to discuss complaint status, EEO, programs, MD-715 and other related programs/issues with the EEOO and other senior leadership (TF Director, CMO and ED).

19. Following submission of the MD-715 for the current reporting period, did the CDEEO/DEEO present to the EEO and other senior officials the "State of the EEO Program" briefing covering all components of the EEO report, including an assessment of the performance of the command/activity in each of the six elements of the model EEO program and a report on their progress in completing its barrier analysis, including any barriers it identified and/or eliminated or of which it reduced the impact?		X			
20. Are EEO program officials present during command/activity deliberations prior to decisions regarding strategic workforce planning and recruitment, succession planning, selections for training/career development opportunities, and other workforce changes?		X			
21. Does the command/activity consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X			
22. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? (see 39 C.F.R. § 1614.102(b)(3))		X			
23. Is the CDEEO/DEEO included in the command's/activity's strategic planning, especially the human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the command's/activity's strategic mission?		X			
Compliance Indicator	The command/activity has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H	
Measures		Yes	No		
24. Does the command/activity provide sufficient resources and budget to ensure implementation of EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X			
25. Does the command/activity have sufficient resources to ensure that command/activity self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X			
26. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X			
• Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X			
• Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X			
• People With Disabilities Program Manager, Selective Placement Program for Individuals With Disabilities Section 501 of the Rehabilitation Act, Title 5 U.S.C. Subpart B, Chapter 31, Subchapter 1-3 (02), 5 CFR 213.3102(i) and (u); 5 CFR 315.709		X			
27. Are other special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native; Asian American/Pacific Islander programs?		X			

Compliance Indicator	The command/activity has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
28. Are there sufficient resources to enable the command/activity to conduct a thorough barrier analysis of its workforce and its employment practices, policies and procedures?		X		
29. Is official time granted to all employees to utilize, when desired, all EEO programs, including the discrimination complaint processing program, ADR, and to make a request for reasonable accommodation?		X		
30. Is funding available for publication and distribution of EEO materials (e.g., harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
31. Is the EEO Program allocated sufficient resources to train all employees on all EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
32. Is there sufficient funding to ensure that all employees have access to training and information in compliance with the Rehabilitation Act?		X		
33. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		X		
• For ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?				
• To provide religious accommodations?				
• To provide disability accommodations in accordance with the DON's written procedures?				
• In the EEO discrimination complaint process?				
• To participate in ADR?				

This element requires the EEOC to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the DON's EEO Program and Plan.

Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area of responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
34. Are regular (monthly/quarterly/semi-annually) EEO updates provided to senior management/supervisory officials by EEO program officials?		X		The CDDEEO has routine meetings to discuss complaint status, EEO, programs, MD-715 and other related programs/issues with the EEOC

35. Do EEO program officials develop and implement EEO Plans, to include barrier analysis efforts, with all appropriate managers to include Counsel, Human Resource Officials, Finance, and the Chief Information Officer?		X		and other senior leadership (TF Director, CMO and ED).
Compliance Indicator	The Human Resources Director and the CDEEO/DEEO meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
36. Have time-tables or schedules been established and executed for the command/activity to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X		Numerous efforts were extended throughout the year by SEP/MS, SES Champions, stakeholders, and senior leaders which resulted in an effective analysis of barriers.
37. Have time-tables or schedules been established and executed for the command/activity to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		Numerous efforts were extended throughout the year by SEP/MS, SES Champions, other stakeholder and senior leaders which resulted in an effective analysis of barriers.
38. Have time-tables or schedules been established and executed for the command/activity to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		Numerous efforts were extended throughout the year by SEP/MS, SES Champions, other stakeholder and senior leaders which resulted in an effective analysis of barriers.
Compliance Indicator	When findings of discrimination are made, the command/activity explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
39. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis (DON CHRM Subchapter 752)?		X		
40. Has the command/activity, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		

41. Does the command/activity promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
42. Does the command/activity review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

Essential Element D: PROACTIVE PREVENTION
Requires that the command/activity make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all named measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
43. Do senior managers meet with and assist the CDEEO/DDEEO and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity as follows?		X		Numerous efforts were extended throughout the year by SEPMs, SES Champions, other stakeholder and senior leaders which resulted in an effective analysis of barriers.
<ul style="list-style-type: none"> When barriers are identified, senior managers develop and implement, with the assistance of the EEO office, command/activity EEO Action Plans to eliminate said barriers. Senior managers implement EEO Action Plans and incorporate the Plan Objectives into command/activity strategic plans. 				
44. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
45. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
46. Are trend analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
47. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
48. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all named measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
49. Are all employees encouraged to use ADR?		X		

50. When a supervisor/manager declines to participate in the ADR process, does the next level of supervision, not involved in the employment dispute, document the reasons for the declination in writing, and forward to the DON ADR Program?

X		
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Requires that the command/activity ensure that there are effective systems in place for evaluating the impact and effectiveness of the command's/activity's EEO Programs as well as an efficient and fair dispute resolution process.

Compliance Indicator Measures	The command/activity has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
51. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by M/D-715 and these instructions?		X		
52. For major command response only. Have sufficient resources been provided to conduct effective audits of subordinate activity efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
53. Is there a designated RA POC to coordinate or assist with processing requests for disability accommodations in all commands/activities?		X		Deana Rasnick.
54. Are 90% of accommodation requests processed within the time frame set forth in the DON procedures for processing reasonable accommodation?		X		Deana Rasnick is the POC for RA requests for NAVFAC and RA points of contact have been established in the new HRO/EEO delivery system. Attachment 4.
Compliance Indicator	The DON has an effective complaint tracking and monitoring system in place to increase the effectiveness of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
55. Does the command/activity utilize the information in (Complaints to analyze complaint activity and trends?		X		
56. Does the command/activity utilize contractors to process pre-complaints?			X	
57. Does the command/activity hold contractors accountable for delay in counseling processing times?			N/A	
58. Does the command/activity utilize collateral duty counselors?			X	
59. Does the command/activity monitor and ensure that new counselors, including contractors, receive the 32 hours of training required in accordance with EEO Management Directive (MD) 110 and DON requirements?			N/A	
60. Does the command/activity monitor and ensure that experienced counselors, including contractors, receive the 8 hours of refresher training required on an annual basis in accordance with EEO MD-110 and DON			N/A	

Requirements?		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Compliance Indicator	The command/activity has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination. <i>(Please note that responses in this section will be verified by the information in (Complaints))</i>	Yes	No	
Measures	61. Does the command/activity provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?	X		
	62. Does the command/activity ensure that investigations are completed within the applicable prescribed time frame?		X	For the majority of the FY NAVFAC was serviced by local CNIC HRO/EEO offices resulting in insufficient resources to ensure timely processing of complaints. A Complaint Managers position was authorized August FY 13 and this authorization/addition is expected to improve processing time frames in FY 14.
	63. When a complainant requests a hearing, does the command/activity immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?	X		
	64. When a settlement agreement is entered into, does the command/activity timely complete any obligations provided for in such agreements?	X		
	65. Does the command/activity ensure timely compliance with EEOC AJ decisions that are fully implemented by DON and are not the subject of an appeal?	X		
Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the command/activity EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures	66. Does the command/activity require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the DON's policy in encouraging mutual resolution of disputes at the lowest possible level and the benefits associated with utilizing ADR?	X		
	67. Does the responsible management official directly involved in the dispute have settlement authority?	X		
Compliance Indicator	The command/activity has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H

Measures		Yes	No	
68. Does the command/activity provide reasonable resources for the discrimination complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		
69. Does the command/activity EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the DON?		X		
70. Does the command/activity EEO program address all of the laws enforced by the EEOC?		X		
71. Does the command/activity identify and monitor significant trends in discrimination complaint processing to determine whether the command/activity is meeting its obligations under Title VII and the Rehabilitation Act?		X		
72. Does the command/activity track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 and DON standards?			X	There were inherent flaws in the raw applicant data that was received and a thorough analysis couldn't be conducted.
Compliance Indicator	The command/activity ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
73. Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in discrimination complaints?		X		
74. Does the command/activity discrimination complaint process ensure a neutral adjudication function?		X		
75. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of discrimination complaints?		X		

This element requires that DON is in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE

Compliance Indicator		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures	Command/Activity personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Yes	No	
76. Does the command/activity have a system of management control to ensure that management officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
Compliance Indicator	The command's/activity's system of management controls ensures that the command/activity timely completes all ordered corrective action and submits its compliance report to EEOC OFO within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	

77. Does the command/activity timely process (within 150 days) all ordered relief by EEOC or DON?		X		
78. Does the command/activity timely submit compliance reports to EEOC OFO within 30 days of completion? If not able to immediately complete all ordered corrective action, does the command/activity submit interim status reports every 30 days until all corrective action are fully implemented?		X		
Compliance Indicator	Command/Activity personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H.
Measures		Yes	No	
79. Is compliance with EEOC orders encompassed in the performance standards of any command/activity employees?		X		
80. Does the command/activity promptly provide to the NAVOECMA and EEOC the following documentation for completing compliance, as it applies, such as:		X		
• Attorney Fees: Copy of check issued for attorney fees and/or a narrative statement by an appropriate official or payment order dating the dollar amount of attorney fees paid?				
• Awards: A narrative statement by an appropriate official stating the dollar amount and the criteria used to calculate the award?				
• Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate official of total monies paid?				
• Compensatory Damages: The final agency decision and evidence of payment, if made?				
• Training: Attendance roster at training session(s) or a narrative statement by an appropriate official confirming that specific persons or groups of persons attended training on a date certain?				
• Personnel Actions (e.g., Reprimand, Promotion, Firing, Reassignment): Copies of SF-50s				
• Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.				
• Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or command's/activity's transmittal letter).				
• Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.				
• Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.				
• Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.				
• Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.				



EEO Program Status Report

FY 2013 & FY 2014

Part H

EEOC FORM 715-01 PART H - 1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Naval Facilities Engineering Command		FY 13
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>NAVFAC continues to make significant progress in aligning our EEO Program. We will continue the momentum to move our program forward through the consistent execution of established policies and processes at all levels of the agency. To further enhance the DON EEO Program, adjustments will be made to existing policies and processes, as required and new ones developed and implemented. In FY 2013, the following program deficiencies will be addressed:</p> <p>Essential Element E: Efficiency</p> <p><i>EEO investigations are not completed within the applicable prescribed time frame. CNIC controlled HRO are at COL Level 4 and IRD.</i></p> <p><i>Reasonable resources for the discrimination complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. 1614.102(a)(1) are not provided because NAVFAC is serviced by local CNIC HROEEO offices. CNIC is a COL Level 4 resulting in insufficient resources to ensure timely processing of complaints.</i></p> <p><i>Recruitment efforts and the analysis of those efforts have not been tracked to identify potential barriers in accordance with MD-715 and DON standards because applicant flow data has not been available. The Office of Personnel Management USA staffing tool which is DON's interim recruitment solution includes the capability to track applicant flow data.</i></p>	
OBJECTIVE:	<p>Oversee the implementation of a new EEO service delivery model across the enterprise in April 2013 which will give the EEO Officers (EEOO) total responsibility for the establishment and maintenance of a Model EEO Program at the Command or Activity level. This new service delivery model is more streamlined with the service providers owned by their respective major commands, ensuring alignment and accountability of the command program.</p>	
RESPONSIBLE OFFICIAL:	<p>Commanders and Commanding Officers, CDEEOOs, DEEOOs, other Senior Leadership, and Personnel Resources and Programs (PRP) Manager, and DON</p>	

DATE OBJECTIVE INITIATED:	August, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 September, 2013
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	<ol style="list-style-type: none"> 1. Provide oversight, direction and guidance and hold commands accountable for the effective management of their EEO program and for ensuring that investigations are completed within the applicable prescribed time frames. 2. Issue EEO Program score cards to commands based on FY 13 program efforts and annual program status report submissions. 3. Conduct on-site validation visits. 4. Require commands to provide documentation that they have conducted a thorough analysis of applicant flow data when it becomes deployed in FY 13 through the USA staffing tool to identify potential barriers.

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

NAVFAC oversaw the implementation of the new EEO service delivery model across the enterprise which gave EEO Officers (EEOO) total responsibility for the establishment and maintenance of a model EEO program at the command or activity level. NAVFAC was responsible for providing the oversight, direction and guidance for the new HRO delivery system and provided recommendations regarding necessary training requirements to ensure EEO professionals possessed the necessary skills and abilities to perform the duties of their positions. NAVFAC HQ EEO also conducted monthly conference calls with all the DEEO's across the enterprise to address concerns, to disseminate information, and to discuss relevant program initiatives and strategies, barrier analysis, special emphasis programs, complaints processing, reasonable accommodation, alternative dispute resolution, polices, affirmative employment and the management directive, etc. NAVFAC HQ EEO developed a NAVFAC EEO Community Management Plan which was signed by the Chief Management Officer and was disseminated to the NAVFAC enterprise. This plan identified competencies and core courses to assist in the development of an EEO workforce equipped with the tools necessary to implement an effective and model EEO program within NAVFAC, Department of the Navy and the Federal government. NAVFAC HQ EEO also developed an EEO/Diversity Strategic Action Plan which was designed to lead the effort in developing policies and programs that ensure equal employment opportunity (EEO), promote inclusiveness, and foster a culture that values diversity and empowers individuals in the workforce. NAVFAC HQ also received the authorization to establish and fill a Complaints Manager position.

The above mentioned planned activities are complete and considered closed.

Planned activities (4) to be continued in FY 14 include 1. Establishing EEO Program score cards to NAVFAC commands based on program efforts and annual program status report submissions beginning in FY 15. This was changed from FY 13 to FY 15 to allow EEO programs more time to fully establish themselves as model EEO programs. 2. Ensuring that complaints processing is completed within the applicable prescribed time frames. See NAVFAC's FY 2014 Part H-1(Complaints) for details. The new Complaints Manager position will be responsible for addressing the critical need to improve timeliness of NAVFAC's complaints processing. 3. On-site validation/assist visits have been scheduled for FY 14. One site (Southeast) and one assist (EXWC) visits were conducted during the FY 13. 4. The requirement to have commands provide documentation that they have conducted a thorough analysis of applicant flow data to identify potential barriers is continued in FY 14.

EEOC FORM
715-01
PART H

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT

NAVFAC

FY 2014 PLAN H-1 (Complaints)

STATEMENT
OF MODEL
PROGRAM
ESSENTIAL
ELEMENT
DEFICIENCY:

The Naval Facilities Engineering Command (NAVFAC) is untimely in completing investigations. The focus for the NAVFAC will be on improving the quality and timely processing of pre-complaints and formal complaints. This plan provides direction to the NAVFAC Facilities Engineering Commands (FECs) on improving their efforts in this measure.

Essential Element E: Efficiency

- *Most FECs are not routinely meeting the regulatory timeframes for informal and formal complaints processing in accordance with 29 Code of Federal Regulations (CFR) §1614, the Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 110 and DON Policy and guidance.*

OBJECTIVES:

a. Complaints Processing

- Pre-Complaint Processing – Ensure that, at a minimum, 90% of pre-complaint processing is processed timely.
- Formal Complaint Processing – Ensure that, at a minimum, 90% of formal cases are processed in accordance with all regulatory requirements. Specific issuances to be monitored for timeliness are: Notice of Receipt of Formal Complaint, Receipt of EEO Counselor's Report, Accept/Dismiss Letter, Requests for Investigation, and Completion of Investigation.

b. Enhance/support EEO practitioner development through targeted training events and updated policy guidance and job aides.

RESPONSIBLE
OFFICIAL:

Command Deputy EEO Officer, (CDEEOO), Deputy EEO Officers (DEEOO), EEO Practitioners, Agency Representatives at the command/activity levels

DATE OBJECTIVE
INITIATED:

1 October 2013

TARGET DATE FOR
COMPLETION OF
OBJECTIVES:

30 September 2014

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:

TARGET DATE
(Must be specific)

<p>To ensure that, at least, 90% of pre-complaint and formal processing are conducted within the regulatory timeframes, commands must:</p> <p>a. Comply with NAVFAC and DON policy and regulatory guidance on complaints processing in addition to the 29 CFR §1614 and EEOC requirements.</p> <p>b. Implement NAVFAC prescribed standard performance objectives requiring timely processing for all EEO practitioners responsible for processing complaints.</p>	<p>30 September 2014 (specific action officers identified with individual planned activities)</p>
<p>c. Ensure all FECs participate in DON training requirements for practitioners.</p> <p>d. Conduct periodic reviews, in coordination with Agency representatives, of cases to determine the potential for resolution.</p> <p>e. Review IComplaints database information on, at a minimum, on a monthly basis and monitor EEO office's compliance with NAVFAC and DON requirements for accuracy of data entry.</p> <p>Action: CDEEOO, DEEOOs, EEO practitioners, Agency Representatives at</p>	
<p>the NAVFAC FECs will brief the NAVFAC CDEEOO on the status of their complaints processing.</p> <p>Action: DEEOOs</p>	<p>30 June 2014 (specific action officers identified with individual planned activities)</p>
<p>For EEO practitioner development, the NAVFAC will conduct sustainment training focusing on improving efficiency and compliance with regulatory guidance in accordance with needs as determined by the FECs.</p> <p>Action: NAVFAC CDEEOO</p>	<p>30 September 2014 (specific action officers identified with individual planned activities)</p>
<p>Disseminate DON Discrimination Complaint Processing to the FECs.</p> <p>Action: NAVFAC CDEEOO</p>	<p>30 September 2014</p>
<p>REPORT OF ACCOMPLISHMENTS/STATUS OF and/or MODIFICATIONS TO OBJECTIVE:</p>	



EEO Program Status Report

FY 2013 & FY 2014

Part I

EEOC FORM 715-01 PART I-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Naval Facilities Engineering Command	FY 2013	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	The disparity between Hispanic men and women, African American Females, and Females in NAVFAC civilian workforce and the civilian labor force (CLF) is significant. Females: 24.96% (CLF: 46.80%) African American Females: 3.61% (CLF: 5.70%) Hispanic Males: 3.94% (CLF: 6.20%) Hispanic Females: 1.78% (CLF: 4.5%)	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Reviewed workforce statistics Reviewed recruitment statistics Reviewed complaint statistics Over the last several years, NAVFAC has reported a consistent trend showing a low participation rate of Hispanic males and females in their appropriated fund workforce. This same trigger is consistent at the DON level. A review of FY 2012 Table A6 indicates a low participation rate of Hispanic males in all major occupations. Based on a review of Table A4, some commands also reported a trigger for a potential barrier, with respect to the career progression of Hispanic males and females.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Most commands have conducted some data analysis yet they still experience difficulty in determining their next steps in the barrier analysis process. FY 2013 planned activities will continue our focus on more in-depth barrier analysis efforts at the echelon III and IV levels. We expect that these planned activities will result in the identification of any/all specific barriers in agency policies, practices and procedures and the development of effective barrier elimination plans.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Provide commands with a framework for conducting a more in-depth investigation to uncover the underlying cause(s) of triggers to pinpoint specific barriers in policies, practices or procedures that may be impeding the participation of Hispanic males and females in the NAVFAC workforce.	
RESPONSIBLE OFFICIAL:	Commanders, Commanding Officers, CDEEOO, DEEOs, PRP Managers, hiring officials, supervisors and managers, senior level managers involved in barrier analysis efforts.	

DATE OBJECTIVE INITIATED:	1 February, 2012
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 September 2013

EEOC FORM 715-01 PART I - 1	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE		TARGET DATE (Must be specific)
Echelon III and IV commands will conduct and report the results of their analysis of the occupational group data that comprises the majority of their workforce against the OCLF of Hispanics in these same groups. Responsible Official: CDEEOOs, DEEOOs, HROs, supervisors and managers, senior level managers involved in barrier analysis efforts.		July 31, 2013
Echelon III and IV commands will conduct and report the results of their analysis of major occupation data where there is a low participation of Hispanic male and females. Responsible Official: DEEOOs, PRP Managers, HROs, supervisors and managers, senior level managers involved in barrier analysis efforts.		July 31, 2013
Echelon III and IV commands will conduct a thorough review of their recruitment and hiring practices, policies and procedures (includes, but is not limited, to a review of recruitment efforts [where, how, results, etc.], how positions are advertised, hiring authorities used, selection factors, area of consideration, etc.), report findings and describe their next steps in the analysis process (to include the identification of the specific barrier(s) and development of effective barrier elimination plans).		September 30, 2013
Echelon III and IV commands will conduct a thorough examination of promotion policies, practices and procedures (includes, but is not limited, to a review of how positions are advertised, criteria for promotion, selection factors, area of consideration, hiring authorities, etc.) to determine if there are any barriers that may be impeding the career progression of any group(s); report findings; and describe their next steps in the analysis process (to include the identification of the specific barrier(s) and development of effective barrier elimination plans).		September 30, 2013
Echelon III and IV commands will conduct trend analyses of accessions and separations by ERI/gender/disability; report findings; and describe next steps in the analysis process (to		September 30, 2013

include the identification of the specific barrier(s) and development of effective barrier elimination plans).

Note: The blue text immediately below each planned activity is the report of accomplishments for activities identified for execution in FY 2013.

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

During FY 2013 NAVFAC headquarters staff, to include SEPMs, SES Champions, supervisors, managers, senior leadership and other relevant stakeholders conducted an in-depth and comprehensive analysis of their workforce throughout the FY to identify specific barriers and or deficiencies in agency policies and procedures and employment practices that limit equality of opportunity for any or all groups within the organization.

In FY 2012 Hispanic's represented 5.7% of the total workforce as compared to the 2000 Civilian Labor Force (CLF) of 10.7%. 57% of the NAVFAC Hispanic workforce is located in NAVFAC Southwest (SW) and NAVFAC Engineering & Expeditionary Warfare Center (EXWC) which is consistent with Census and Department of Labor statistics which indicates that the largest Hispanic population is in the west (California) and southern regions (Texas and Florida). Hispanic females were participating below the Occupational Civilian Labor Force (OCLF) in the following occupations: general engineering, engineering technician, civil engineering and contract surveillance. Hispanic males were participating below the OCLF in architect, engineering technician, contract and IT specialists and surveillance occupational categories. Hispanic males participate above the OCLF in mechanical and civil engineering, general engineer and environmental engineer occupations. Hispanic females participate above the OCLF in mechanical engineer, environmental engineer, IT specialist, architect and contract specialist positions.

In FY 2012 officials and managers, craft workers and professionals were the top three occupational categories. 33% are in the officials and managers category, followed by craft workers at 25% and professionals at 24%.

Commands indicated that their outreach and recruitment strategy was insufficient to attract a more diverse workforce. To increase the diversity of the workforce a recruiting initiative for FY 2013 and out years was established. To achieve optimum success, all job fairs scheduled are based on identified areas of low participation as reported by the Navy Systems Commands (SYSCOMs) EEO offices. Multiple areas of low participation will be the focus of this new strategic recruitment initiative. Triggers of continuing low participation have been documented for Hispanics (Males and Females), African Americans (Male and Females), and Asians (Males and Females) and IWTDs at the majority of NAVFAC sites.

Historically, SYSCOMs have utilized the traditional methods of independently managing its civilian corporate recruiting and partnerships with diversity focused organizations.

However most recently the SYSCOMs desire to optimize resources and effectiveness of corporate partnerships throughout the Department of the Navy (DON) resulted in a formal partnership with NAVFAC, NAVAIR, NAVSEA, and SPAWAR which was implemented in third quarter FY 2013. Navy senior leadership endorsed the Diversity, Recruiting and Affinity Group Partnership. A charter was also developed and signed by NAVFAC, NAVAIR, NAVSEA and SPAWAR Executive Directors. The SYSCOM partnership has many benefits, among them, the following: provides cost savings to the Navy, offers opportunities for engaging with additional affinity groups, strengthens, streamlines, and integrates Navy civilian recruiting presence, engages potential talent across a mix of technological platforms and delivers innovative sourcing for potential talent.

The partnership established a working group, which is composed of representatives from all four of the participating Commands. The working group meets weekly to plan and execute recruiting strategies and plan events for the DON. Each partnership event requires four main roles which are: The working group member POC, the SYSCOM event lead, the on-site event lead, and the recruiter. The roles and responsibilities are clearly outlined for each of the positions, and recruiter training is also provided for everyone who will be participating in a SYSCOM partnership event before they can attend.

Due to continuing fiscal uncertainty, the DON issued a hiring freeze in January 2013, which put a hold on the majority of the hiring actions, while the Commands took a closer look at their budgets. The majority of commands reported that the NAVFAC hiring freeze, sequestration, and the "NAVFAC First" policy, which only authorizes current NAVFAC employees to be hired, coupled with a low turnover/attrition rate, causes limited opportunities for low participation groups to apply for jobs within NAVFAC. NAVFAC also does not have access to substantive applicant flow data to conduct an accurate barrier analysis. Without adequate applicant flow data, commands reported that they did not have enough information to determine if low participation groups were applying for NAVFAC positions or if they were getting referred, interviewed and selected for NAVFAC positions.

NAVFAC HQ briefed and disseminated their barrier analysis efforts and conclusions to the Business Management Board (BMB). The BMB is the decision making board that leads the coordination, integration, and management of NAVFAC Business and support lines; provides direction and oversight of programs, policies, and initiatives that support NAVFAC's workforce; and assists the CIO in the prioritization, planning, programming, budgeting, and execution of IT projects within NAVFAC.

The majority of commands also reported that as a result of the new EEO/HRO service delivery model many of them lacked the competencies to conduct an effective barrier analysis. This will be addressed in NAVFAC's FY 2014 Part I.

Females comprise 24.9% of the NAVFAC workforce compared to the 2000 CLF rate of 46.8%. Females participated below the OCLF in contract surveillance (30.9% as compared to the OCLF of 56.6%) and engineering technician (7.5% as compared to the OCLF of 19.1%). Females participated above the OCLF in program analyst, general engineer, architect, mechanical engineer, and environmental engineer occupations. NAVFAC African American female's participation rate of 3.6% is below the CLF of 5.7%.

African American females participated below the OCLF in the following occupations: engineering technician (.5% as compared to the OCLF of 2.2%), and contract surveillance (4.7% as compared to the OCLF of 7.8%). Commands indicated that many of the same barriers and or deficiencies in agency policies and procedures and employment practices that limit equality of opportunity for Hispanic males and females were similar for females and African American females; ineffective outreach and recruitment strategy, hiring freeze, NAVFAC 1st policy, sequestration and the lack of adequate applicant flow data and a lack of competencies to conduct an effective barrier analysis as a result of the transition to the new EEO/HRO service delivery model.

NAVFAC commands are at different stages in their barrier analysis efforts. Some are still in the process of establishing the foundation for a more in-depth investigation; others are at the initial stages of execution of their planned activities, while some commands have already identified a potential barrier and are in various stages in their barrier elimination efforts.

NAVFAC commands are at different stages in their barrier analysis efforts. Some are still in the process of establishing the foundation for a more in-depth investigation; others are at the initial stages of execution of their planned activities, while some commands have already identified a potential barrier and are in various stages in their barrier elimination efforts.

With a few modifications, this effort will continue in FY 2014. See NAVFAC's FY 2014 PART I and Part J FY 2013 & 2014 for details.

EEOC FORM 715-01 PART I-2	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Naval Facilities Engineering Command	FY 2013	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	Low participation rates for Females, Hispanics, African Americans, Asians and IWTB in senior level positions, Executive/Senior Level (GS-15 and Above).	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Findings are consistent with the following data sources: FY 2012 work force profiles, analysis of statistical data in DART, NCLF statistics, reviewed MD-715 A tables and current leadership programs.	
STATEMENT OF IDENTIFIED BARRIER:	Traditionally pipelines to career	

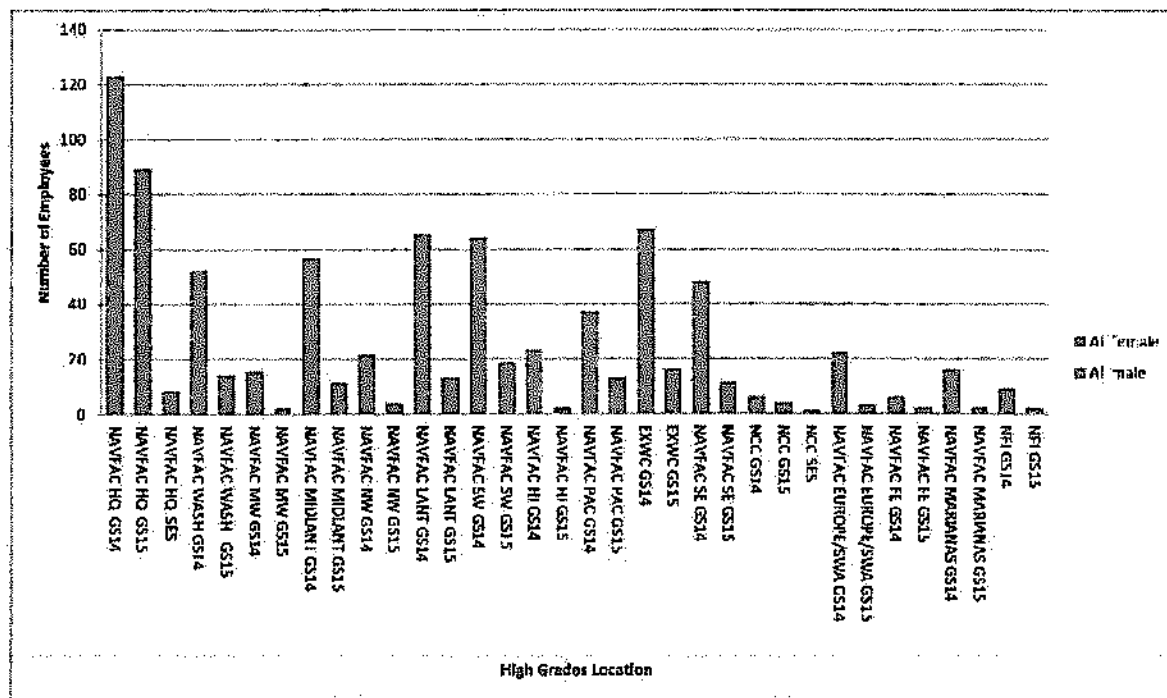
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	development programs lacked diversity.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Continue to educate managers and supervisors on the command philosophy of maintaining a diversified work force, provide developmental programs for career growth to the upper level positions, and collaborate with Community Management to ensure the work force is properly trained in order to apply for career developmental programs.
RESPONSIBLE OFFICIAL:	Commanders, Commanding Officers, Senior Leadership at all levels of the Command, Total Force, CDEEOO, DEOOs, and PRP Managers.
DATE OBJECTIVE INITIATED:	1 November, 2010
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013

EEOC FORM 715-01 PART I - 2	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Monitor and analyze work force demographics for upward mobility, retention, and recruitment.		October 30, 2013 January 30, 2013 May 30, 2013 September 30, 2013
Develop and disseminate workforce demographic profiles to managers/supervisors to be cognizant of statistics within their areas. Note: The blue text immediately below each planned activity is the report of accomplishments for activities identified for execution in FY 2013.		October 30, 2013 January 30, 2013 May 30, 2013 September 30, 2013

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

A review of NAVFACs high grades, Table A3-1 indicates that in the Senior Executive Service (SES) and equivalent high grades White males participate at a higher rate when compared to the rest of the groups. All other groups are present at the pipeline grades (GS-14-GS-15).

Male & Female High Grade Comparison



The majority of SES positions are at the major command level or in the District of Columbia. NAVFAC SES positions are located at Headquarters (7 positions) and Naval Crane Center (1 position). Many commands indicated that there are limited opportunities to advance to the SES grade. Some commands indicated that females, regardless of their race and national origin are not participating at their expected rate in the high grades when compared to their participation in the NAVFAC workforce. Lack of career developmental opportunities was identified as a factor that impacts female's progression to higher grades. Some commands also reported that the practice of using the local commuting area as the primary consideration when filling vacancies as a potential barrier for some groups. More analysis needs to occur within NAVFAC to closely examine the occupations that lead to a SES position and a determination needs to be made regarding the series that individuals occupied when they were promoted to the SES grade. An analysis needs to include a review of hiring policies, practices, and procedures which includes the area of consideration, promotion policies and procedures, surveying the SES staff which details their career progression that led to

them being selected for the SES position and includes an analysis of the developmental programs they may have participated in.

NAVFAC commands are at different stages in their barrier analysis efforts. Some are still in the process of establishing the foundation for a more in-depth investigation; others are at the initial stages of execution of their planned activities, while some commands have already identified a potential barrier and are at various stages in their barrier elimination efforts.

~~With a few modifications, this effort will continue in FY 2014. See NAVFAC's FY 2014 PART I-2 for details.~~

EEOC FORM 715-01 PART I -3	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Naval Facilities Engineering Command		FY 2013
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.		Individuals with Targeted Disabilities (IWTD) participation rate is below the DON goal of 2%. Their representation in the workforce is 0.68%.
How was the condition recognized as a potential barrier?		
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.		Findings are consistent with the following data sources: FY 2012 workforce analysis, NCLF statistics, analysis of statistical work force data in DART and review of MD- 715 B tables.
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Low number of accessions of IWTD due to NAVFAC First recruitment policy, attitudinal barriers, lack of numeric hiring goals, under utilization of Standard Form (SF) 256 and absence of a separate budget to fund RA requests that are not provided by other sources.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Increase usage of other hiring authorities or revise current NAVFAC First recruitment policy, increase training initiatives to decrease attitudinal barriers, establish a separate budget for RA requests, re-survey the workforce and establish numeric hiring goals for individuals with disabilities and IWTD.
RESPONSIBLE OFFICIAL:		Commanders, Commanding Officers, Senior Leadership, Total Force, CDEEOO, DEEOOS and PRP Managers.
DATE OBJECTIVE INITIATED:		1 October, 2012
TARGET DATE FOR COMPLETION OF OBJECTIVE:		30 September 2013

EEOC FORM 715-01 PART I - 3	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Increase training initiatives to decrease attitudinal barriers and deploy to the workforce, resurvey the workforce requesting voluntary self-identification of a disability utilizing Standard Form (SF) 256.	March 30, 2013	
Establish a separate budget for funding RA requests that are not provided by other sources and disseminate information to the workforce and establish a process for identifying improvements and changes and update NAVFAC BMS RA process to reflect change.	June 30, 2013 September 30, 2013	
Solicit input from major commands on how to set realistic numeric hiring goals for individuals with disabilities and IWTD.	September 30, 2013	
Note: The blue text immediately below each planned activity is the report of accomplishments for activities identified for execution in FY 2013.		
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p> <p>IWTDs comprise .68% of NAVFACs workforce as compared to the DONs goal of 2%. IWTDs participate below the 2% rate. IWTDs participation is the highest in the following occupational categories: officials and managers, professionals and craft workers. IWTDs participation rate is the highest at the GS-12 grade and the WG-10 grade. IWTDs participation rate is the highest in the following major occupations: engineering technician, IT specialist and maintenance worker. There were a total of eight separations during the FY. Seven of these separations were voluntary and there was one involuntary separation. NAVFACs IWTD workforce declined by one in FY 2012 as compared to FY 2011. There was no participation of IWTDs in the following major occupations: architect and civil engineer.</p> <p>National Disability Employment Awareness Month was used as a means to inform and educate the workforce, promote opportunities for the disabled community and to address a perception that attitudinal barriers were contributing to participation rates below the Federal High. The SES IWTD Champion and Special Emphasis Program Managers disseminated information to the workforce, in a public presentation and also via email, on the importance of resurveying the workforce, requesting voluntary self-identification of a disability, utilizing the Standard Form (SF) 256. They also disseminated information to increase the awareness of utilizing the Schedule A hiring authority.</p> <p>During monthly teleconferences, the CDEEOO asked DEEOOs to encourage supervisors and managers to encourage their employees to self identify in My Biz,</p>		

concerning their disability status, emphasizing DONs goal of 2%. DON CHRM Subchapter 1603 and DON Subchapter 1604, the DON Guide for Conducting Effective Barrier Analysis were disseminated to all commands.

A briefing regarding disability etiquette was also deployed and uploaded on the NAVFAC EEO website. Managers and supervisors regularly received up-to-date information on employing Disabled Veterans. Supervisors were briefed and trained on the requirements to provide reasonable accommodations (RA) to qualified Individuals with disabilities. Leaders were informed that accommodations may include job restructuring, alternative work schedules, job sharing, part-time employment, assistive technology, work site modifications, interpreters, readers, and removal of architectural and attitudinal barriers to employment. Procedures and policies for reasonable accommodation were disseminated during new employee orientation and during employee/supervisory EEO training.

NAVFAC HQ, with assistance from the field, also published a new Business Management System (BMS) reasonable accommodation process, which is located on NAVFACs EEO website and is also available on the BMS site. The NAVFAC BMS provides a systematic method for the management of business processes, common practices, and process and quality improvement that produce and/or support production of Command products and services. This provides best business processes documentation for use by all NAVFAC Commands and links to applicable, appropriate, and up to date policies, guidance, forms and information. The intent of BMS is to provide easy access to key information within a workflow (process) context.

After a review of budget recommendations NAVFAC senior leadership decided a separate budget for RA requests was not required because there was sufficient funding for RA requests. NAVFAC was not able to establish realistic numeric hiring goals for IWTD during the FY.

Submissions indicate that commands are at different stages in their barrier analysis efforts. Some are still in the process of establishing the foundation for a more in-depth investigation; others are at the initial stages of execution of their planned activities, while some commands have already identified a potential barrier and are in various stages of their barrier elimination efforts.

With a few modifications, this effort will continue in FY 2014. See NAVFAC's FY 2014 PART I-3 for details.

NAVFAC FY 2014 I-1

FY 2014 Plan I-1 (Asians/High Grades)

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

Asian males and females continue to participate at a high rate in the NAVFAC appropriated fund workforce, 6.90% and 2.80% respectively, when compared to the national civilian labor force (NCLF), of 1.90% and 1.70% respectively.

Notwithstanding the robust participation of Asian males and females in the overall NAVFAC workforce, Asian Americans and Pacific Islanders did not have that same participation rate in NAVFAC high grades and in the SES.

Only certain series within the high grade levels serve as a pipeline into the Senior Executive Service (SES) ranks. Asian males and females, in particular, continue to participate at a low rate in SES positions compared to their overall participation rate in the total workforce and in some pipeline grades.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

As reported in the FY 2010 through FY 2013 much of the information required to conduct an in-depth barrier analysis is not available. Substantive applicant flow data is not available.

	<p>While some progress was made in the current reporting period many Facilities Engineering Commands (FECs) are at different stages in their barrier analysis efforts.</p> <p>The top six series were the 0301 (Miscellaneous Administration and Program), 0340 (Program Management), 0343 (Management Program Analysis, 0800 (Engineering family), 1102 (Contracting) and the 2210 (Information Technology Management). There is a direct correlation between these series and the ones that are representative of the current SES population.</p> <p>Other planned initiatives assigned to FECs include: an examination of feeder grades in these series; a determination if other groups had a trigger of a low participation rate in these series; an examination of promotion policies, practices and procedures; a trend analysis of the high grade/SES positions; the development of a mechanism for collecting and tracking applicant flow data; an analysis of discrimination complaints related to promotion or non-selection; and, conducting focus groups if the planned activities listed here did not lead to the identification of any specific barriers.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy.</p>	<p>Overall, NAVFACs barrier analysis efforts to date indicate a better understanding of the data</p>

procedure or practice that has been determined to be the barrier of the undesired condition.	analysis part of the process. However, although some FECs have conducted good data analysis and are moving forward to a more in-depth analysis, there are still a few FECs that have not completed all aspects of data analysis. Some FECs also had difficulty connecting the results of their individualized analysis. In FY 2014, the NAVFAC will continue to require FECs to focus their efforts on a more in-depth barrier analysis so that they can understand the possible corporate impact.
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OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Provide FECs with a framework for conducting a more in-depth investigation to pinpoint specific barriers in policies, practices or procedures that may be impeding the full participation of Asian Americans and Pacific Islanders in the NAVFAC high grades and SES levels.
RESPONSIBLE OFFICIAL:	Command, Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), HR Officers, hiring officials, supervisors and managers, senior level managers involved in barrier analysis efforts.
DATE OBJECTIVE INITIATED:	1 October 2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 September 2014

EEOC FORM
715-01
PART I

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
<p>As they are all at different stages in their barrier analysis efforts, NAVFAC FECs are required to establish <u>individualized</u> planned activities for execution in FY 2014.</p> <ul style="list-style-type: none"> a. If it is determined that there is no real barrier at the activity level, <u>an explanation of the type of review conducted, why and how the FEC reached this conclusion</u> must be provided. b. If the review shows there is a potential barrier(s), provide a <u>detailed report on the extent of the review, why and how the FEC reached this conclusion.</u> c. If a barrier(s) is found, FECs must <u>establish action plans to correct and eliminate the identified barrier/s, monitor progress, evaluate effectiveness of the planned activities and modify, if needed.</u> 	30 September 2014

d. If FECs are not yet in the position to draw any conclusion, provide <u>a status on the planned activities completed</u> thus far and their next steps in the process.	
FECs are required to provide a year-to-date status brief to the NAVFAC Office of EEO/ Diversity on their efforts toward accomplishing this plan. FECs must also be prepared to outline their next steps for the remainder of the fiscal year.	June 2014

REPORT OF ACCOMPLISHMENTS/STATUS OF and/or MODIFICATIONS TO OBJECTIVE:

NAVFAC FY 2014 I-2

FY 2014 Plan I-2 (Hispanics)

**STATEMENT OF CONDITION THAT WAS A TRIGGER
FOR A POTENTIAL BARRIER:**

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

Over the last several years, all NAVFAC activities have reported a consistent trend of a low participation rate of Hispanic males and females in their appropriated fund workforce when compared to the Civilian Labor Force (CLF).

A review of the NAVFAC top ten major occupations (Table A6) for the last three fiscal years shows a trend of low participation of Hispanic males in the following occupations: 802, 1101, 0819, 0803, 2805, 4749 and 0343.

Hispanic females are consistently participating below the OCLF in the following occupations: 0802, 0801, 0343, 0803 and 1101.

Some activities also reported a potential barrier with respect to the career progression of Hispanic males and females.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

Due to the disparity between the participation rate of Hispanic males and females in the overall NAVFAC workforce when compared to the OCLF, the NAVFAC will continue to investigate.

<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>A complete barrier analysis cannot be performed at the NAVFAC. Substantive applicant flow data is not available. Overall, barrier analysis efforts to date indicate a better understanding of the data analysis part of the process. Although some Facilities Engineering Commands (FECs) have conducted good data analysis and are moving on to more in-depth barrier analysis, there are still a few FECs that have not completed all aspects of data analysis.</p>

		Some FECs have also had difficulty connecting the results of their individualized analysis. Consequently, there is still work to be done in the identification of any barriers. In FY 2014, the NAVFAC will continue to focus on ensuring that FECs work to complete this critical in-depth analysis.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Provide FECs with a framework for conducting a more in-depth investigation to pinpoint specific barriers in policies, practices or procedures that may be impeding the participation of Hispanic males and females in the NAVFAC workforce.
RESPONSIBLE OFFICIAL:		Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), HR Officers, hiring officials, supervisors and managers, senior level managers involved in barrier analysis efforts.
DATE OBJECTIVE INITIATED:		1 October 2012
TARGET DATE FOR COMPLETION OF OBJECTIVE:		30 September 2014
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
NAVFAC FECs are at different stages in their barrier analysis efforts. In order to move NAVFAC forward FECs are required to establish their own planned activities for execution in FY 2014 to meet this objective.		30 September 2014
a. If it is determined that there is no real barrier, <u>an explanation of the type of review conducted and how the FEC reached this conclusion</u> must be provided in the report of accomplishment.		
b. If a barrier/s is identified, FECs must <u>establish action plans to correct and eliminate the identified barrier/s</u> .		
c. If the FEC does not complete this action item by the completion date, a <u>status report on the planned activities completed thus far and the next steps in the process</u> must be provide by the completion date.		

In lieu of periodic written submissions as in past years, FECs are required to present the status of their plan and efforts towards accomplishing this objective to the NAVFAC EEO Office of EEO/ Diversity.

30 June 2014

REPORT OF ACCOMPLISHMENTS/STATUS OF and/or MODIFICATIONS TO OBJECTIVE:

NAVFAC FY 2014 I-3	FY 2014 Plan I-3 (Individuals with Targeted Disabilities)
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>A review of Table B1 shows the percentage of the participation rate of Individuals with targeted disabilities (IWTD) in the NAVFAC workforce continued to decrease in FY 2013. At the end of FY 2013, the participation rate of IWTD decreased to .64% as compared to .66% in FY2012. All Facilities Engineering Commands (FECs) report a low participation rate of IWTDs.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>For several years, the NAVFAC has been actively laying the foundation for in-depth barrier analysis to determine the cause/s for the low participation of individuals with disabilities in the NAVFAC workforce. Submissions received for this reporting period show that activities are at different stages in their barrier analysis efforts. Some are still in the process of establishing the foundation for a more in- depth investigation; others are at the initial stages of execution (of their planned activities), while some FECs have already identified a potential barrier and are in various stages in their barrier elimination efforts. Several FECs have identified a potential attitudinal barrier to hiring individuals with targeted disabilities.</p> <p>The NAVFAC is required to continue their barrier analysis and elimination efforts in FY2014. Additional barrier analysis training will be provided.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p>	<p>In-depth analysis has yet to be accomplished to determine if there are barriers to the employment of</p>

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		individuals with targeted disabilities in the NAVFAC.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		The NAVFAC will execute their program/plan for the recruitment, hiring, and advancement of individuals with targeted disabilities; support mandatory NAVFAC wide initiatives; conduct an in-depth analysis to identify if any barriers exist; and, if barriers are identified, develop appropriate elimination.
RESPONSIBLE OFFICIAL:		Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), HROs, hiring officials, supervisors and managers, senior level managers involved in barrier analysis efforts.
DATE OBJECTIVE INITIATED:		1 October 2012
TARGET DATE FOR COMPLETION OF OBJECTIVE:		30 September 2014
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
For all FECs that have not conducted/reported on their reviews of hiring practices, policies and procedures, those FECs must conduct that review. <ul style="list-style-type: none"> Reporting requirements for these reviews must include: <ul style="list-style-type: none"> documentation of the specific practices, policies and procedures reviewed; the conclusion as to whether or not any aspect of each practice, policy or procedure either limits or tends to limit the recruitment and hiring of individuals with disabilities; and if they do limit or tend to limit; whether or not the policy, practice and procedure is job related and consistent with business necessity. 		30 September 2014
All FECs must conduct an analysis into the effectiveness of each of their recruitment efforts for individuals with disabilities. The results of the analysis, at a minimum, must include: <ul style="list-style-type: none"> a listing of recruitment efforts for people with disabilities what the goals were at each recruitment effort, whether or not those goals were met, and if not what actions will be taken in the future to ensure accomplishment of the goal. 		30 September 2014

In lieu of periodic written submissions, FECs are required to provide a year-to-date status and progress briefing to the NAVFAC HQ Office of EEO/Diversity on their execution efforts towards accomplishing this Part I.

30 June 2014

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

NAVFAC FY 2014 I-4

FY 2014 Plan I-4 (Individuals with Targeted Disabilities)

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

A review of Table B1 shows the percentage of the participation rate of individuals with targeted disabilities (IWTDS) in the NAVFAC workforce continued to decrease in FY 2013. At the end of FY 2013, the participation rate of IWTDS decreased to .64% as compared to .66% in FY 2012. All FECs report a low participation rate of individuals with targeted disabilities in their workforce.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

For several years, the NAVFAC has been actively laying the foundation for in-depth barrier analysis to determine the cause/s for the low participation of individuals with disabilities in the NAVFAC workforce.

Submissions the NAVFAC received for this reporting period and beginning in FY 2012 have identified a potential attitudinal barrier to hiring individuals with targeted disabilities as evidenced by comments made in one on one conversations, training sessions and other public forums. Some of the comments by managers and supervisors included comments such as they were not comfortable interacting with individuals with disabilities, they did not know how to interact with individuals with disabilities, they were concerned that qualification standards would have to be lowered when employing IWTDS and they expressed concerns about the costs associated with providing reasonable accommodations (RAs), etc.

STATEMENT OF IDENTIFIED BARRIER:

A potential attitudinal barrier to hiring IWTDS as evidenced by comments made by supervisors and

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	and managers in various forums.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	The NAVFAC will develop and deploy training initiatives to decrease perceived attitudinal barriers and to dispel myths regarding the employment and retention of IWTDs.
RESPONSIBLE OFFICIAL:	Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), HROs, hiring officials, supervisors and managers, senior level managers involved in barrier analysis efforts.
DATE OBJECTIVE INITIATED:	1 October 2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 September 2014
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop and deploy training initiatives to the workforce to decrease perceived attitudinal barriers and to dispel myths regarding the employment and retention of IWTDs. Establish a dialogue and solicit feedback from other commands to address best practices for eliminating the barrier.	30 September 2014
Provide assistance to those FECs that do not have IWTDs Special Emphasis Program Managers (SEPMs) and IWTDs SES Champions to fill those collateral duty assignments.	30 September 2014

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

NAVFAC FY 2014 I-5

FY 2014 Plan I-5 (White Females)

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

A review of the A-1, A-3 and A-6 Tables indicates that White females continue to participate at a low rate when compared to the Relevant Civilian Labor Force (RCLF) in the NAVFAC workforce and in 6 out of 10 major occupations.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

A review of the NAVFAC White female profile shows that the group participates slightly below the RCLF in six of the ten major occupations. All of the information required to conduct an in-depth barrier analysis at the NAVFAC level is not available. Substantive applicant flow data is not available.

A few Facilities Engineering Commands (FECs) reported that possible barriers for some groups, to include white females, are some FECs preference for former military personnel, internal hiring practices which favor veterans and downsizing. In most FECs many positions require highly specialized experience that favors former members of the military and impacts opportunity for all other groups outside the military community. Also, there is the possibility that the use of the Veteran's preference hiring authority creates a barrier to hiring women. The current economic situation has prompted downsizing, hiring freezes and limited staffing which present less opportunity to hire new employees. The unstable economy has also caused employees to be reluctant to leave their current positions, therefore there has been little turnover in FY2013.

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Overall, FECs barrier analysis efforts to date indicate a better understanding of the data analysis part of the process. However, although some FECs have conducted good data analysis and are moving forward to a more in-depth analysis, there are still a few FECs that have not completed all aspects of data analysis. In FY 2014, the NAVFAC will continue to require FECs to continue to focus their efforts on a more in-depth barrier analysis.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Provide FECs with a framework for conducting a more in-depth investigation to pinpoint specific barriers in policies, practices or procedures that may be impeding the participation of White females in the NAVFAC workforce.
RESPONSIBLE OFFICIAL:		Command Deputy EEO Officer (ODEEEO), Deputy EEO Officers (DEEOOs), HROs, hiring officials, supervisors and managers, senior level managers involved in barrier analysis efforts
DATE OBJECTIVE INITIATED:		1 February 2012
TARGET DATE FOR COMPLETION OF OBJECTIVE:		30 September 2014
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
As they are all at different stages in their barrier analysis efforts, NAVFAC FECs are required to establish <u>individualized</u> planned		30 September 2014

<p>activities for execution in FY 2014.</p> <ul style="list-style-type: none"> a. If it is determined that there is no real barrier at the activity level, <u>an explanation of the type of review conducted, why and how the FEC reached this conclusion</u> must be provided. b. If the review shows there is a potential barrier(s), provide a <u>detailed report on the extent of the review, why and how the FEC reached this conclusion.</u> c. If a barrier(s) is found, FECs must <u>establish action plans to correct and eliminate the identified barrier/s, monitor progress, evaluate effectiveness of the planned activities and modify, if needed.</u> d. If FECs are not yet in the position to draw any conclusion, provide <u>a status on the planned activities completed thus far</u> and their next steps in the process. 	
<p>FECs are required to provide a year-to-date status brief to the NAVFAC HQ office of EEO/Diversity on their efforts toward accomplishing this plan. FECs must be prepared to outline their next steps for the remainder of the fiscal year.</p>	<p>June 2014</p>

REPORT OF ACCOMPLISHMENTS/STATUS OF and/or MODIFICATIONS TO OBJECTIVE:



EEO Program Status Report

FY 2013 & FY 2014

Part J

DEPARTMENT OF THE NAVY

**EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH
TARGETED DISABILITIES PROGRAM**

PART J-2 ITEM 1

COMMAND/ACTIVITY: Naval Facilities Engineering Command		FY-2012
STATEMENT OF I/WTD PROGRAM DEFICIENCY:	The Command Deputy EEO Officer and some DEEOCs/PRP Managers have not met regularly with command senior management officials to brief on targeted disability barriers.	
OBJECTIVE:	Set up a regular schedule to brief Command Leadership on I/WTD	
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, Command Deputy EEO Officer, Deputy EEO Officers, & PRP Managers	
DATE OBJECTIVE INITIATED:	10/1/2011	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (MUST BE SPECIFIC)
Brief senior management of requirements		1/31/2012
Schedule and continue/or start conduct briefings		3/31/2012
Per the President's new E.O. and new DON policy, commands will establish a SES or Senior leader Champion to increase the hiring of individuals with disabilities.		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		
This planned activity is considered closed and completed in FY 2012. Regular meetings with senior leaders were established and briefings were conducted. The MD-715 was briefed to senior leadership which provided a thorough analysis of the NAVFACs I/WTD program. SES Champions were established.		

DEPARTMENT OF THE NAVY	
EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM	
PART J-2 ITEM 2	
COMMAND/ACTIVITY: Naval Facilities Engineering Command	
FY- 2012	
STATEMENT OF IWTB PROGRAM DEFICIENCY:	Senior Leadership is not regularly briefed on NAVFAC's progress in hiring and advancement of people with targeted disabilities.
OBJECTIVE:	Senior leadership will be updated quarterly on NAVFAC's progress in hiring and advancement of IWTB
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, Command Deputy EEO Officer, Deputy EEO Officers, and PRP Managers
DATE OBJECTIVE INITIATED:	1/1/2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2011
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (MUST BE SPECIFIC)
Establish format and informational requirements for quarterly briefings to include EEO objectives and progress.	1/1/2012
Commence briefing 2 ND quarter FY 11	3/1/2012
Per the President's new E.O. and new DON policy, commands will establish a SES or Senior leader Champion to increase the hiring of individuals with disabilities.	1/30/ 2012
This planned activity is considered completed and closed in FY2012. Regular meetings with senior leaders were established and briefings were conducted. The MD-715 was briefed to senior leadership which provided a thorough analysis of the NAVFACs IWTB program. SES Champions were identified and established.	

DEPARTMENT OF THE NAVY	
EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM	
PART J-2 ITEM 3	
COMMAND/ACTIVITY: Naval Facilities Engineering Command	FY- 2012
STATEMENT OF WTD PROGRAM DEFICIENCY:	Supervisors and Managers are not consistently involved with barrier analysis.
OBJECTIVE:	Deputy EEO Officers will share FY11 NAVFAC Barrier Analysis with Business Line, Support Line, and Operational leaders for distribution to lower level managers at HQ and at each ECH III, ECH IV, PWD, and ROICC. All NAVFAC managers will be invited to provide comment and additional ideas. Deploy Introduction to Barrier Analysis training course when received.
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, SES, other Senior Leadership and Deputy EEO Officers, PRP Managers
DATE OBJECTIVE INITIATED:	1/1/2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2012
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (MUST BE SPECIFIC)
January 2011: Review triggers and barriers based on workforce data.	1/1/2011
April, 2011: DEEOO/PRP Manager solicits input from lower level managers.	4/1/2011
March 2011: Commands submit plans to involve managers and supervisors in barrier analysis efforts, CDEEOOs/DEEOOs,	
July, 2011: Plan and schedule barrier analysis training at the activity level, CDEEOOs.	3/30/2011, 7/1/2011
Deploy eVersity for data/trend analysis when available from Navy. Share barrier analysis results.	9/15/2012
Each quarter report progress during briefs with commanders/commanding officers.	Each quarter commencing January 2012
Note: The blue text immediately below each planned activity is the report of accomplishments for activities identified for execution in FY 2013.	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	
<p>This planned objective is partially completed because some NAVFAC Facilities Engineering Commands reported that they did not conduct an in-depth and thorough barrier analysis because they lacked the necessary competencies to do and as a result they did not involve supervisors and managers in barrier analysis efforts. However, the NAVFAC continues to make progress in its barrier analysis efforts. During FY 2013 NAVFAC headquarters staff, to include SEPMs, SES Champions, supervisors, managers, senior leadership and other relevant stakeholders conducted an in-depth and comprehensive analysis of their workforce throughout the FY to identify specific barriers and or deficiencies in agency policies and procedures and employment practices that limit equality of opportunity for any or all groups within the organization. Some Facilities Engineering Commands also reported that they had conducted a thorough and in-depth barrier analysis. Some NAVFAC Special Emphasis Program Managers and their SES Champions met consistently throughout the year to discuss ongoing barrier analysis efforts. Several NAVFAC Facilities Engineering Commands to include Headquarters reported that they briefed and disseminated their barrier analysis efforts and conclusions to the Business Management Board (BMB). The BMB is the decision making board that leads the coordination, integration, and management of NAVFAC Business</p>	

and support lines; provides direction and oversight of programs, policies, and initiatives that support NAVFAC's workforce; and assists the CIO in the prioritization, planning, programming, budgeting, and execution of IT projects within NAVFAC. Deploying eVersity for data/trend analysis is no longer an option because the use of eVersity as a data system was discontinued in FY 2013. Barrier analysis training was provided and disseminated to the workforce through a variety of methods to include new employee and supervisory training, monthly conference calls with new DEEOOs, emails and training slides and the BMB. Conducting an in-depth and comprehensive barrier analysis to identify specific barriers and or deficiencies in agency policies and procedures and employment practices that limit equality of opportunity for any or all groups within the organization will be continued in FY 2014. See Part I-3.

DEPARTMENT OF THE NAVY		
EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM		
PART J-2 ITEM 4		
COMMAND/ACTIVITY: Naval Facilities Engineering Command		FY-2013
STATEMENT OF IWTD PROGRAM DEFICIENCY:	NAVFAC does not have a separate budget to fund requests for reasonable accommodations (RA) that are not provide by the Computer/Electronic Accommodations Program (CAP).	
OBJECTIVE:	Establish a separate budget for funding (RA) requests and deploy.	
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, Command Deputy EEO Officer, Deputy EEO Officers, and PRP Managers, TF Director and Business Directorate	
DATE OBJECTIVE INITIATED:	10/1/2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (MUST BE SPECIFIC)
Identify budget requirements with TF Director and Business Directorate.		3/31/2013

Establish a budget for funding RA requests and update NAVFAC BMS RA process to reflect change.	6/30/2013
Disseminate information to the work force regarding the RA budget and establish a process for identifying improvements and process changes and deploy eVersity for data/trend analysis when it becomes available in FY 13.	9/30/2013
Note: The blue text immediately below each planned activity is the report of accomplishments for activities identified for execution in FY 2013.	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	
<p>This planned objective is completed and considered closed in FY 2013. In FY 2013 the NAVFAC established a dialogue with leadership and identified budget requirements for funding RA requests that were not funded by the CAP program. It was decided that it was not necessary to establish a separate budget for funding RA requests, because adequate funding sources were available even in the absence of a separate budget.</p>	

DEPARTMENT OF THE NAVY

EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM

PART J-2 ITEM 5

COMMAND/ACTIVITY: Naval Facilities Engineering Command		FY-2013
STATEMENT OF IWTD PROGRAM DEFICIENCY:	Lack of commitment to create/further employment opportunities for IWTDs within NAVFAC.	
OBJECTIVE:	Increase participation rates of IWTDs (2%) in the workforce.	
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, SES, other senior leadership, Deputy EEO Officers and PRP Managers	
DATE OBJECTIVE INITIATED:	10/1/2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2015	
Increase training initiatives to decrease attitudinal barriers and to dispel myths regarding the employment and retention of IWTD and deploy to the work force.		3/30/2013
Conduct an analysis of current "NAVFAC First" internal recruitment process.		6/30/2013
Resurvey the work force requesting voluntary self-identification of a disability using Standard Form (SF) 256		9/30/2013
Solicit input from major commands on how to set realistic numeric hiring goals for individuals with disabilities and IWTD and establish and deploy an action plan.		9/30/2015
Note: The blue text immediately below each planned activity is the report of accomplishments for activities identified for execution in FY 2013.		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE: This planned objective is not entirely completed and will be continued in FY 2014. In FY 2013 some NAVFAC Facilities Engineering Commands reported that they utilized National Disability Employment Awareness Month which occurs annually each October as a means to inform and educate the workforce about non-targeted disabilities and targeted disabilities and various hiring authorities. At NAVFAC Headquarters, the two IWTD Special Emphasis Program Managers in concert with the IWTD SES Champion discussed in a public forum why it was necessary to disclose information regarding targeted and non-targeted disabilities by self identifying. They also encouraged employees to re-validate their disability status. During this public forum Standard Form (SF) 256 was made available to employees to fill out and complete. Following the public forum the IWTD SES Champion released an email to the workforce reiterating in writing what was discussed during the public forum which also included where the SF 256 form could be obtained and point of contacts for submitting the form, and encouraging senior leaders, supervisors and managers with hiring authorities to consider hiring employees with disabilities. Some Facilities Engineering Commands Engineering Commands reported that they conducted re-validation campaigns with positive results. NAVFAC also does not have access to substantive applicant flow data to conduct an accurate barrier analysis. Without adequate applicant flow data commands reported that they did not have enough information to determine if IWTDs were applying for NAVFAC positions or if they were getting referred, interviewed or selected for NAVFAC positions. As a result, an analysis of current "NAVFAC First" internal recruitment process did not occur.		

Some Facilities Engineering Commands reported that they developed training initiatives to decrease perceived attitudinal barriers and to dispel myths regarding the employment and retention of IWTDs. In FY 2013 one of the NAVFACs identified planned activities was to solicit input from major commands on how to set realistic numeric hiring goals for IWTDs and establish and deploy an action plan but the continuing fiscal constraints, sequestration, government shut down and the hiring freeze which virtually halted all hiring actions precluded numeric hiring goals from being set in FY 2013. If hiring resumes in FY 2014 the DON will issue numeric goals.

Increasing training initiatives to decrease attitudinal barriers and to dispel myths regarding the employment and retention of IWTD will be included in FY 2014 Part I-4.

Part J – Individuals with Targeted Disabilities (IWTDS)

Section 501 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791 requires federal agencies to take proactive steps to provide equal opportunity to qualified individuals with disabilities in all aspect of federal employment. Congress has directed the federal government to serve as a model employer of people with disabilities. The NAVFAC is responsible for developing and maintaining an affirmative action program plan for the hiring, placement, and advancement of individuals with disabilities. The Equal Employment Opportunity Management Directive 715 provides specific requirements for the NAVFACs Special Program Plan for the Recruitment, Placement and Advancement of Individuals with Targeted Disabilities (IWTDS). It is the goal of The Department of Navy (DON) to achieve a workforce representation of 2% of IWTDS.

The statistical data for workforce participation used in this report was obtained from the Department of Defense Civilian Personnel Data Systems (DCPDS). Data from DCPDS to prepare the NAVFACs FY 2013 Management Directive 715 (MD-715) report was downloaded by Department of the Navy (DON) Equal Employment Opportunity (EEO) staff on 30 May 2013.

Individual with Targeted Disabilities (IWTDS)

Workforce Analysis

Appropriated Fund	EEOC Goal	2010	2011	2012	2013	2.0% minus 2013 Participation
IWTD	2.0%	0.73%	0.66% ↓	0.66% =	0.64% ↓	1.36%
Non-targeted Disabilities	N/A	5.68%	6.07% ↑	6.22% ↑	7.07% ↑	N/A

The participation rate of individuals with targeted disabilities has decreased in FY 2013. In FY 2012 and FY 2011 the participation rate of IWTD was 0.66% as compared to FY 2010 when the rate was 0.73%. In FY 2013, 0.64% (100 employees) of the NAVFAC workforce were individuals who self-identified as having a targeted disability. A targeted disability includes: hearing, vision, missing extremities, partial paralysis, complete paralysis, epilepsy, intellectual disability, psychiatric disability and dwarfism. This shows a net change of -1.36% (10 employees) from last fiscal year which is lower than the Equal Employment Opportunity Commission (EEOC) goal of 2.0% for Individuals with Targeted Disabilities (IWTDS).

In FY 2013, 1.93% (304 employees) of the workforce chose not to identify whether or not they have a disability. Of the 1.93% of the NAVFAC workforce who chose not to self-identify creates the possibility that the NAVFAC may not have an accurate record of all those with targeted or other types of disabilities.

To address this concern in FY 2013, some NAVFAC Facilities Engineering Commands (FECs) reported that they utilized National Disability Employment Awareness Month which occurs annually each October as a means to inform and educate the workforce

about non-targeted disabilities and targeted disabilities. At the NAVFAC Headquarters, the two IWTD Special Emphasis Program Managers in concert with the IWTD SES Champion discussed in a public forum why it was necessary to disclose information regarding targeted and non-targeted disabilities by self identifying. They also encouraged employees to re-validate their disability status. During this public forum Standard Form (SF) 256 was made available to employees to fill out and complete. Following the public forum the IWTD SES Champion released an email to the workforce reiterating in writing what was discussed during the public forum which also included where the SF 256 form could be obtained and point of contacts for submitting the form, and encouraging senior leaders, supervisors and managers with hiring authorities to consider hiring employees with disabilities.

Some FECs reported in FY 2012 and in FY 2013 that attitudinal barriers by supervisors and managers existed as evidenced by comments made in one on one conversations, training sessions and other public forums. Some of the comments by managers and supervisors included comments such as they were not comfortable interacting with individuals with disabilities, they did not know how to interact with individuals with disabilities, etc. Some FECs are addressing attitudinal barriers with increased training initiatives and by communicating with other commands to determine best practices for eliminating the barrier.

Due to continuing fiscal uncertainty, the DON issued a hiring freeze in January 2013, which halted the majority of the hiring actions. The majority of commands reported that the NAVFAC hiring freeze, sequestration, and the "NAVFAC First" policy which only authorizes current NAVFAC employees to be hired, coupled with a low turnover/attrition rate, causes limited opportunities for IWTDs and employees with other non-targeted disabilities to apply for jobs within the NAVFAC. The NAVFAC also does not have access to substantive applicant flow data to conduct an accurate barrier analysis. Without adequate applicant flow data FECs reported that they did not have enough information to determine if IWTDs were applying for NAVFAC positions or if they were getting referred, interviewed or selected for NAVFAC positions.

In FY 2013 one of the NAVFACs identified planned activities was to solicit input from major commands on how to set realistic numeric hiring goals for IWTDs and establish and deploy an action plan, but the continuing fiscal constraints, sequestration, government shut down and the hiring freeze which virtually halted all hiring actions precluded numeric hiring goals from being set in FY 2013. Some FECs reported that they conducted re-validation campaigns with positive results.

Unlike the decreasing participation trend for individuals with targeted disabilities, the participation rate of individuals with non-targeted disabilities has increased in each of the last four fiscal years. In FY 2013, the NAVFAC employed 1,111 (7.07%) employees who reported non-targeted disabilities. In FY 2012 the NAVFAC employed 1,012 (6.07%) employees who reported non-targeted disabilities.

Analysis based on Table B-1 as of 30 May 2013.

Accessions: Total 343

Accessions	Type	FY 2010	FY 2011	FY 2012	FY2013
IWTD	Permanent	0.31%	0.0% ↓	0.44% ↑	0.64% ↑
	Temporary	0.16%	0.0% ↓	0.79% ↑	0.00% ↓
Other Disabilities	Permanent	3.03%	0.0% ↓	5.54% ↑	11.18% ↑
	Temporary	5.70%	4.85% ↓	3.97% ↓	10.00% ↑
Not Identified	Permanent	2.15%	0.0% ↓	0.87% ↑	3.51% ↑
	Temporary	0.95%	1.94% ↑	0.79% ↓	6.67% ↑
No Disabilities	Permanent	94.50%	0.0% ↓	93.15% ↑	85.30% ↓
	Temporary	93.20%	93.20% =	94.44% ↑	83.33% ↓

The NAVFAC hired a total of 343 Appropriated Fund (AF) employees in FY 2013. Of these permanent employees, 0.64% or 2 employees have targeted disabilities and 11.18% (35 employees) identified themselves as having other than targeted disabilities. The 0.64% rate of permanent IWTD rate represents a slight increase as compared to 0.66% in FY 2012.

In FY 2013, 3.51% (11 employees) chose not to provide information regarding their disability status. In an effort to ensure that individuals are accurately self identified, several FECs reported that they conducted re-validation campaigns with positive results and that National Disability Employment Awareness Month was also used a vehicle to disseminate information regarding the importance of employees re-validating their disability status. Of the 2 new IWTD hires, 2 employees were permanent hires and zero came onboard as temporary employees.

Analysis based on Table B-8 as of 30 May 2013.

Separations: Total 763

Separations	Type	FY 2010	FY 2011	FY 2012	FY 2013
IWTD	Voluntary	0.41%	0.31% ↓	0.44% ↑	0.66% ↑
	Involuntary	0.00%	1.68% ↑	0.79% ↓	0.00% ↓
Other Disabilities	Voluntary	5.39%	6.54% ↑	5.54% ↓	8.65% ↑
	Involuntary	3.83%	5.04% ↑	3.97% ↓	6.67% ↑
Not Identified	Voluntary	2.14%	1.87% ↓	0.87% ↓	1.83% ↑
	Involuntary	2.13%	1.68% ↓	0.79% ↓	1.90% ↑
No Disabilities	Voluntary	92.07%	61.06% ↓	93.15% ↑	89.52% ↓
	Involuntary	94.04%	73.11% ↓	94.44% ↑	91.43% ↓

To gain a better understanding of the NAVFACs individuals with disabilities workforce an analysis of accessions and separations was conducted. There were 763 separations in the NAVFAC in FY 2013. Of these employees, 0.66% or 5 employees have targeted disabilities and 8.65% or 66 have disabilities other than targeted disabilities. Of the 5 IWTDs who separated, all 5 were voluntary separations. Of those with other than targeted disabilities, 66 were voluntary and 7 were involuntary.

Analysis based on Tables B-14 as of 30 May 2013.

NAVFAC Accession and Separation Data for Appropriated		
Fiscal Year	Targeted Accessions	Targeted Separation
2013	0.64%	0.66%
2012	0.44%	2.18%
2011	0.00%	0.31%
2010	0.31%	0.41%

A four trend analysis of accessions and separations of appropriated fund employees with targeted disabilities shows that in each of the past fiscal years, the number of separations has been greater than the number of accessions.

NAVFAC Population of Individuals with Non-targeted Disabilities (NTD)		
Fiscal Year	Number	Percentage
2013	1,111	7.07%
2012	1,012	6.22%
2011	1,014	6.07%
2010	912	5.68%

NAVFAC Accession and Separation Data for Appropriated Fund Employees with Non-targeted Disabilities		
Fiscal Year	NTD Accession	NTD Separation
2013	11.18%	8.65%
2012	5.54%	25.55%
2011	0.00%	6.54%
2010	3.03%	5.39%

Unlike the decreasing participation trend for individuals with targeted disabilities, the percentage participation rate of individuals with non-targeted disabilities has increased in each of the last four fiscal years. In FY 2013, the NAVFAC employed 1,111 (7.07%) individuals who reported non-targeted disabilities. This is a .85% (1,012 employees) net change from FY 2012. In FY 2013 accessions of individuals with non-targeted disabilities were greater than separations. In prior fiscal years separations of individuals with non-targeted disabilities were greater than accessions. In FY 2013, 1.93% (304 employees) of the workforce chose not to identify whether or not they have a disability. The 1.93% of the NAVFAC workforce who chose not to self-identify creates the possibility that the NAVFAC may not have an accurate record of all those with targeted or other types of disabilities. To address this concern in FY 2013, some NAVFAC Facilities Engineering Commands reported that they utilized National Disability Employment Awareness Month which occurs annually each October as a means to inform and educate the workforce about non-targeted disabilities and targeted disabilities. At NAVFAC Headquarters, the two IWTD Special Emphasis Program Managers in concert with the IWTD SES Champion discussed in a public forum why it was necessary to disclose information regarding targeted and non-targeted disabilities by self-identifying. They also encouraged employees to re-validate their disability status. During this public forum Standard Form (SF) 256 was made available to employees to fill out and complete. Following the public Forum the IWTD SES Champion released an email to the workforce reiterating in writing what was discussed during the public forum which also included where the SF 256 form could be obtained and point of contacts for submitting the form, and encouraging senior leaders, supervisors and managers with hiring authorities to consider hiring employees with disabilities.

Analysis based on Table B-1 as of 30 May 2013.

MAJOR OCCUPATIONS:

In FY 2013 the major occupations in the NAVFAC workforce were: Engineering Technician (0802), Contract Specialist (1102), General Engineer (0801), Civil Engineer (0810), Contract Surveillance (1101), Environmental Engineer (0819), Management and Program Analysis (0343), Mechanical Engineer (0803), Electrician (2805) and Maintenance Mechanic (4749).

The participation rate of IWTDS in the aggregate of these major occupations has remained consistent since FY 2010 and through FY 2013 with very little increases or decreases in participation rates with the exception of the mechanical engineering series (0803). There was zero participation of IWTDS in FY 2013 as compared to participation rates in FY 2010-FY2012. The participation rate of IWTDS in the major NAVFAC occupations is greater than their participation rate in the total NAVFAC workforce. The engineering technician series (0802) had the highest participation rate of IWTDS, followed by the 1102 and 0801 series.

The participation rate of individuals with non-targeted disabilities in the major occupations has increased in the last three fiscal years in all major occupations with the exception of the environmental engineer series (0819). The NAVFAC major occupations that had the highest participation of individuals with non-targeted disabilities were the engineering technician series (0802) at 8.03%, followed by the contract surveillance series (1101) at 7.94% and followed by the management and program analyst series (0343) at 6.94%. In FY 2013 the participation rate of employees with non-targeted disabilities increased in each of the major occupations as compared to FY 2012 rates with the exception of the environmental engineer series (0819).

FECs with the highest rate of participation of IWTDS include: NAVFAC Washington at 0.89%, followed by NAVFAC Southwest and NAVFAC Mid-Atlantic at 0.73% and NAVFAC Hawaii at 0.70%. There was zero participation of IWTDS at NAVFAC Far East, Navy Crane Center and the Navy Facilities Institute in FY 2013 and FY 2012.

The NAVFAC continues to make progress in its barrier analysis efforts. Although the NAVFAC has not reached the 2% goal for the employment of individuals with targeted disabilities, progress has been made in the identification of potential barriers. The NAVFAC will continue to conduct an in-depth barrier analysis in FY 2014 to identify any barriers that may be preventing the NAVFAC from reaching the DON goal of 2% participation of IWTDS.

The majority of commands also reported that as a result of the new EEO/HRO service delivery model many of them lacked the competencies to conduct an effective barrier analysis. Continued training on how to conduct an in-depth barrier analysis will be provided in FY 2014.

FY 2013 ACCOMPLISHMENTS:

As discussed earlier in this section, the NAVFAC continues to make progress in its barrier analysis efforts. During FY 2013 the NAVFAC headquarters staff, to include SEPMs, SES Champions, supervisors, managers, senior leadership and other relevant stakeholders conducted an in-depth and comprehensive analysis of their workforce throughout the FY to identify specific barriers and or deficiencies in agency policies and procedures and employment practices that limit equality of opportunity for any or all groups within the organization. ~~The NAVFAC Special Emphasis Program Managers and~~ their SES Champions met consistently throughout the year to discuss ongoing barrier analysis efforts.

Several NAVFAC FECs reported that they briefed and disseminated their barrier analysis efforts and conclusions to the Business Management Board (BMB). The BMB is the decision making board that leads the coordination, integration, and management of NAVFAC Business and support lines; provides direction and oversight of programs, policies, and initiatives that support NAVFAC's workforce; and assists the CIO in the prioritization, planning, programming, budgeting, and execution of IT projects within NAVFAC.

In FY 2013 the NAVFAC did identify budget requirements for funding reasonable requests (RA) and it was decided that it was not necessary to establish a separate budget for RA requests because funding sources were available.

In FY 2013, some NAVFAC FECs reported that they utilized National Disability Employment Awareness Month which occurs annually each October as a means to inform and educate the workforce about non-targeted disabilities and targeted disabilities and various hiring authorities. At the NAVFAC Headquarters, the two IWTD Special Emphasis Program Managers in concert with the IWTD SES Champion discussed in a public forum why it was necessary to disclose information regarding targeted and non-targeted disabilities by self identifying. They also encouraged employees to re-validate their disability status. During this public forum Standard Form (SF) 256 was made available to employees to fill out and complete. Following the public forum the IWTD SES Champion released an email to the workforce reiterating in writing what was discussed during the public forum which also included where the SF 256 form could be obtained and point of contacts for submitting the form, and encouraging senior leaders, supervisors and managers with hiring authorities to consider hiring employees with disabilities.

The NAVFAC provided a comprehensive block of training to managers and supervisors Enterprise wide which addressed RA processes and procedures, special hiring authorities, the MD-715 report and the six essential elements of a Model EEO Program, the workforce recruitment program (WRP) and the DON goal to achieve a workforce participation rate of 2% of IWTDs.

Some NAVFAC FECs developed training initiatives to decrease perceived attitudinal

barriers and to dispel myths regarding the employment and retention of IWTDs.

NAVFAC HQ developed a NAVFAC EEO Community Management plan which was signed by the Chief Management Officer and was deployed to the NAVFAC Enterprise. The plan identified competencies and core courses to assist in the development of an EEO workforce equipped with the tools necessary to establish an effective model EEO program within the NAVFA, DON and the federal government.

Historically, the Navy Systems Commands (SYSCOMs) have utilized the traditional methods of independently managing its civilian corporate recruiting and partnerships with diversity-focused organizations. However, most recently the SYSCOM's desire to optimize resources and effectiveness of corporate partnerships throughout the Department of the Navy (DON) resulted in a formal partnership with NAVAIR, NAVSEA, SPAWAR and NAVFAC, which was implemented in the spring of 2013. Navy senior leadership endorsed this diversity, recruiting and affinity group partnership and the charter was developed and signed by the executive directors of NAVAIR, NAVSEA, SPAWAR and NAVFAC. NAVSUP informally joined the SYSCOM partnership and will fully integrate during phase 2.

This partnership provides several benefits, which include providing overall cost savings to the DON; offering opportunities to engage with more affinity groups; strengthening, streamlining, and integrating DON civilian recruiting presence; engaging potential talent across a mix of technological platforms; and delivering innovative sourcing for potential talent.

The partnership established a working group, which is composed of representatives from all four of the participating Commands. The working group meets weekly to plan and execute recruiting strategies and plan events for the DON. Each partnership event requires four main roles which are: The working group member POC, the SYSCOM event lead, the on-site event lead, and the recruiter. The roles and responsibilities are clearly outlined for each of the positions, and recruiter training is also provided for everyone who will be participating in a SYSCOM partnership event before they can attend.

The following is a list of the approved FY-14 SYSCOM partnership diversity events. However, although they are approved planned events that are scheduled for this FY, attendance may not be possible due to continuing fiscal uncertainty and potential furloughing of the DON civilian workforce.

2013 SYSCOM Events	Conference Dates	Career Fair Start Date	Career Fair End Date	Location of Event
Hispanic Engineer National Achievement Awards Corporation (HENAAC)	10/3/13-10/5/13	10/5/13	10/5/13	New Orleans, LA
National Society of Hispanic MBAs (NSHMBA)	10/9/13 -10/12/13	10/10/13	10/11/13	San Antonio, TX
Society of Asian Scientists & Engineers (SASE)	10/10/13-10/12/13	10/12/13	10/12/13	Philadelphia, PA
National Women of Color (NWOC)	10/17/13-10/19/13	10/19/13	10/19/13	Dallas, TX
Society of Women Engineers (SWE)	10/24/13-10/26/13	10/24/13	10/25/13	Baltimore, MD
Hispanic Association of Colleges and Universities (HACU)	10/26/13-10/28/13	10/27/13	10/27/13	Chicago, IL
Society of Hispanic Professional Engineers (SHPE)	10/30/13-11/3/13	11/1/13	11/2/13	Indianapolis, IN
American Indian Science and Engineering Society (AISES)	10/31/13-11/2/13	11/1/13	11/1/13	Denver, CO
Equal Opportunity Publications - Hire the disABLED (EoP Nov)	11/22/13	11/22/13	11/22/13	Washington, DC

To achieve optimum success, all job fairs scheduled are based on identified areas of low participation as reported by the SYSCOMs Equal Employment Opportunity (EEO) offices. Multiple areas of low participation will be the focus of this new strategic recruitment initiative. Triggers of continuing low participation have been documented for Hispanics (Males and Females), Females (White), and Individuals with Targeted Disabilities (IWTDS) at the majority of NAVFAC sites.

During FY 2013 the NAVFAC updated its comprehensive (RA) process utilizing NAVFAC's "Business Management System" (NAVFAC BMS) which is the commands' source for consistent business processes, practices and resources. It provides a medium for sharing best practices and serves as a foundation for improving performances across the NAVFAC. In addition to consistent business processes, it provides "one-stop" access for pertinent resources such as regulations, templates, forms, and links to other NAVFAC tools. The NAVFAC BMS promotes efficiency and effectiveness by capturing best practices and making them accessible NAVFAC-wide. The RA process also established a RA team comprised of first level supervisors, HR specialists, RA specialists, Office of Counsel and other staff as deemed appropriate. This RA process was posted on the

NAVFAC portal and was also made available to the workforce through a variety of other venues.

The NAVFAC did implement a new HR service delivery model in FY 2013. The NAVFAC extended significant efforts during the transition to ensure that the resources, processes and tools were in place for an effective EEO program.

Some FECs reported that they participated in RA DCO training sessions with DON staff.

~~RA newsletters and brochures were developed and deployed to the workforce~~

Exit interviews were conducted by some commands and interview results were analyzed on a quarterly basis to assess command climate and to identify trends.

Some FECs reported they utilized the DON Workforce Recruitment Program (WRP) and participated in various recruitment fairs and partnered with various Veteran groups.

One FEC established a partnership with Veterans Affairs (VA) to place veterans into the VA's "No Cost Work Experience Program" where veterans are certified and referred by the VA. If a veteran is placed in a training program, the VA funds their salary for one year. After one year of a veteran's participation in the training program the expectation is that the agency/organization would place the veteran in a temporary or permanent position. In the event a placement was not possible the veteran would still have work experience and could add that work experience to their resumes.

FY 2014 STRATEGIC PLAN

The NAVFAC Disability Program continues to improve. A major component of the NAVFAC plan is to continue ongoing barrier analysis regarding the participation rates of individuals with targeted disabilities.



EEO Program Status Report FY 2013

**Copies of Current, Signed
EEO Policy Statements
with Enclosures**



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

OCT 03 2013

COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As Commander, Naval Facilities Engineering Command (NAVFAC), I am totally committed to a command climate of fairness, equality and diversity. All individuals within our command shall be given fair treatment, respect, and an equal employment opportunity regardless of their race, color, religion, sex, national origin, age, genetic information, disability, or participation in the equal opportunity complaint process. Equal employment opportunity practices and policies shall govern all aspects of NAVFAC's operations, merit promotion and personnel policies. Such actions shall include but are not limited to; recruitment, hiring, career development, performance evaluation, selection, transfer, assignment, benefits, and compensation.

All NAVFAC personnel (active and reserve military, appropriated and non-appropriated fund personnel, contractors) contribute tremendously to our national security and combat readiness. The rich diversity of our workforce is a significant asset and is built by creating and fostering an atmosphere where all personnel are treated with dignity and respect and are encouraged to reach their maximum potential. Any employee who believes he or she has not been provided equal employment opportunity should follow the procedures at his or her local command for reporting this situation.

As Commander, I strongly support and affirm the full implementation of equal employment opportunity through Model EEO Programs at every level within the Command. The federal government's special emphasis programs are important tools in achieving a diverse workforce that reflects the civilian labor market of our country and addresses workforce imbalances of women and minorities, as well as individuals with disabilities, disabled veterans, and wounded warriors. It is my goal to place, advance, develop, and retain qualified personnel from all segments of society.

Each and every one of us has a critical role in creating an environment free from discrimination or harassment. All personnel shall ensure their actions fully demonstrate their commitment and support of this policy. EEO/diversity is the

responsibility of every employee and I am counting on all Commanders, Commanding Officers, Directors, supervisors, managers, and employees to ensure compliance with this policy. For more information, contact the NAVFAC Command Deputy Equal Employment Opportunity Officer at 202-685-9286 or 202-685-9023.


K. L. GREGORY



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5066

OCT 03 2013

COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND PREVENTION AND ELIMINATION OF HARASSMENT IN THE WORKPLACE POLICY STATEMENT

As Commander, Naval Facilities Engineering Command (NAVFAC), I want to ensure that all military (active and reserve), civilians, and contractors within NAVFAC clearly understand and ~~comply with the Command's Policy of Prevention and Elimination~~ of Harassment in the Workplace.

It is NAVFAC's policy to maintain a work environment that is free from harassment based on race, color, religion, sex, national origin, age, genetic information, disability (mental or physical), and from retaliatory harassment based on opposition to discrimination or participation in the discrimination complaint process. NAVFAC has zero tolerance for harassment or any other form of unlawful retaliation against any employee for reporting matters under this policy or procedure, or for assisting in any inquiry about such a report.

Harassment is defined as an unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment), national origin, age (40 and over), genetic information, disability (mental or physical), or retaliation. Unwelcome conduct constitutes harassment when:

1. The conduct is sufficiently severe or pervasive to create a hostile work environment; or
2. A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).

All NAVFAC personnel are responsible for implementing this policy and for cooperating fully in its enforcement. Employees must not engage in harassing conduct. Any employee subjected to harassment should promptly follow the procedures at their local Command for reporting this harassment. Supervisors and other management officials must act promptly and effectively to correct any harassment that may occur.

It is everyone's responsibility to eliminate harassment in the workplace and afford each person the opportunity to work in an environment where he or she is treated fairly and with respect. For more information, contact the NAVFAC Command Deputy Equal Employment Opportunity officer at 202-685-9286 or 685-9023.

K. L. Gregory
K. L. GREGORY



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

OCT 03 2013

COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND ALTERNATIVE DISPUTE RESOLUTION (ADR) POLICY STATEMENT

As Commander, Naval Facilities Engineering Command (NAVFAC), I want to emphasize my commitment to offer voluntary Alternative Dispute Resolution (ADR) to address conflicts, disputes, complaints, grievances, or other dissatisfactions arising in the workplace. Voluntary participation in this process will not adversely affect any individual's statutory and/or regulatory avenues of redress such as Equal Employment Opportunity (EEO) complaints, Inspector General (IG) complaints, formal grievances, appeals, etc.

Voluntary ADR has proven to be an effective method of resolving workplace conflict and it is best described as assisted negotiations between two (or more) parties with impartial mediators facilitating the process but representing neither side of the dispute. It is a private process with each party empowered to decline further discussion and to independently determine whether an agreement is possible or necessary. ADR is one of the most powerful tools in resolving conflict in that the two parties retain control over decisions and agreements rather than relinquishing that power to a third party adjudicator. ADR is particularly useful when the two parties must continue some type of relationship (i.e., such as co-workers, subordinates to a supervisor, etc.). To ensure prompt resolution of a complaint at the earliest stage, I ask all supervisors and managers to engage in ADR efforts when requested by employees.

I strongly encourage all employees to consider voluntary ADR as a means of resolving workplace dissatisfactions as they arise. For further information, regarding the ADR process, please contact the NAVFAC Office of General Counsel at 202-685-9116.

K. L. Gregory
K. L. GREGORY



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5085

OCT 03 2013

COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND REASONABLE ACCOMMODATION (RA) POLICY STATEMENT

It is the policy of the Naval Facilities Engineering Command (NAVFAC) to commit to the fair and equal employment of people with disabilities. Reasonable Accommodation (RA) is the key to ~~this policy. While many individuals with disabilities can work~~ without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of NAVFAC to reasonably accommodate qualified individuals with disabilities. This policy applies to all applicants, employees, and employees seeking promotion opportunities. In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job or competing for a job, or to enjoying the benefits and privileges of employment. An accommodation is an adjustment or alteration that enables a qualified person with a disability to apply for a job or perform job duties.

Employees with disabilities who desire accommodation shall request an accommodation either orally or in writing to his or her immediate supervisor or to another supervisor or manager in his/her chain of command in accordance with Department of Navy's Civilian Human Resource Manual, Subchapter 1606.

Managers and supervisors have the primary responsibility to recognize potential situations and take the necessary actions to process RA requests. I expect all employees, supervisors and managers to fully support the goals and objectives of this policy.

For further information, contact the NAVFAC Command Deputy Equal Employment Opportunity Officer at 202-685-9286 or 202-685-9023.

K. L. Gregory
K. L. GREGORY



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND DIVERSITY POLICY STATEMENT

As Commander, Naval Facilities Engineering Command (NAVFAC), I believe that people are Naval Facilities Engineering Command's most valuable asset. ~~Different people bring different~~ experiences, talents, and abilities, any of which could prove decisive for mission readiness and innovation. Adherence to the principles of inclusion, non-discrimination and equal opportunity contributes to readiness by promoting respect, trust, and cohesion among members of the workforce. Diversity also enhances readiness by inviting new perspectives and improved ideas to solve problems.

In embracing this philosophy, NAVFAC's goal is to develop and use a systematic approach to achieve diversity and inclusion that ensures we attract, retain and capitalize on the skills, talents, and potential of our workforce. By supporting diversity, we also support readiness, thereby enabling us to meet the changing demands of current and future missions. These practices contribute to our ability to recruit, develop, and retain the best and the brightest across the total force. For more information, contact the NAVFAC Command Deputy Equal Employment Opportunity Officer at 202-685-9286 or 685-9023 or the NAVFAC Diversity Office at 202-685-9277.


K. L. GREGORY

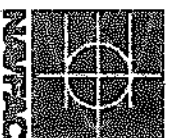


EEO Program Status Report

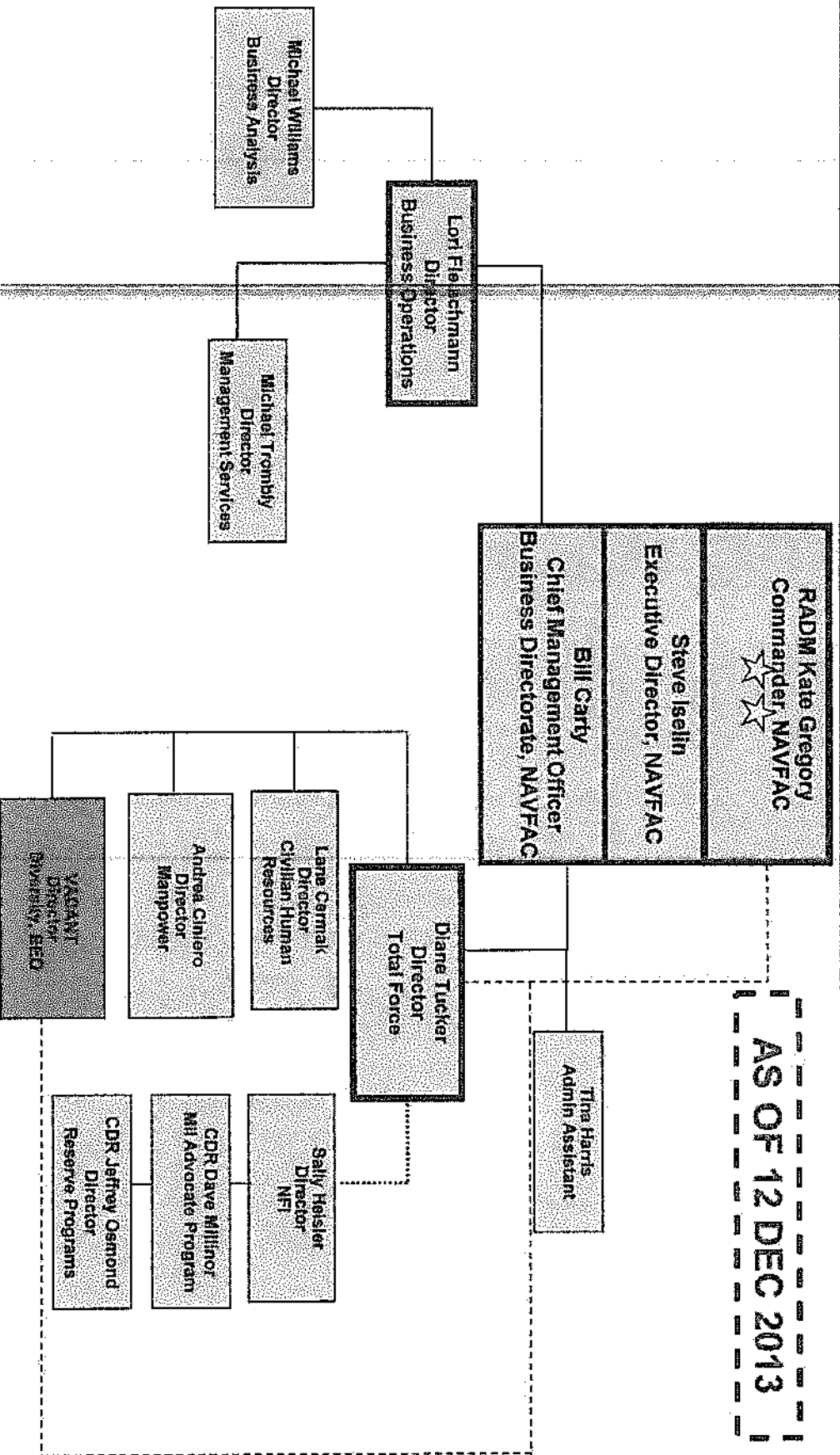
FY 2013

Organizational Chart

HQ Business Directorate, CMO

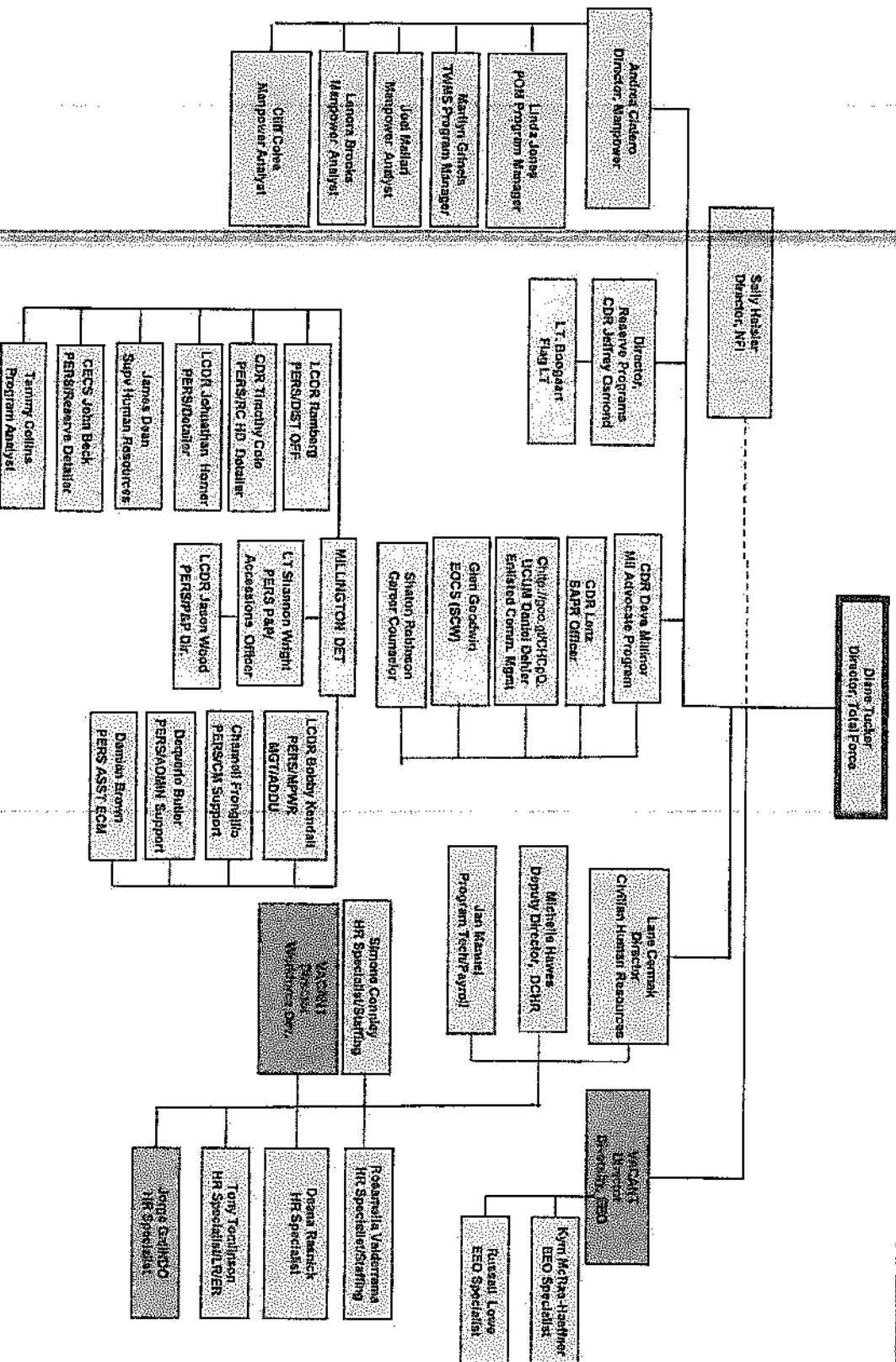
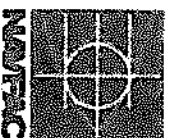


AS OF 12 DEC 2013



FOR OFFICIAL USE ONLY (FOUO) - PRIVACY SENSITIVE

Total Force



Naval Facilities Engineering Command EEO Discrimination Complaints Process



**Command
EEO Officer**

NAVFAC Commander
RADM K. L. Gregory

"Each and everyone of us has a critical role in creating an environment free from discrimination and harassment. All personnel shall ensure that their actions duly demonstrate their support of this policy. EEO is the responsibility of every employee, and I am counting on all Commanders, Commanding Officers, Directors, supervisors, managers and employees to ensure compliance with this policy."

NAVFAC HQ EEO

CDEEO - Leo LeCompte (202) 685-9023

Ms. Kym McRae-Haeffner (202) 685-9286

Mr. Russell Lowe (202) 685-9078

EEO Complaints Intake :

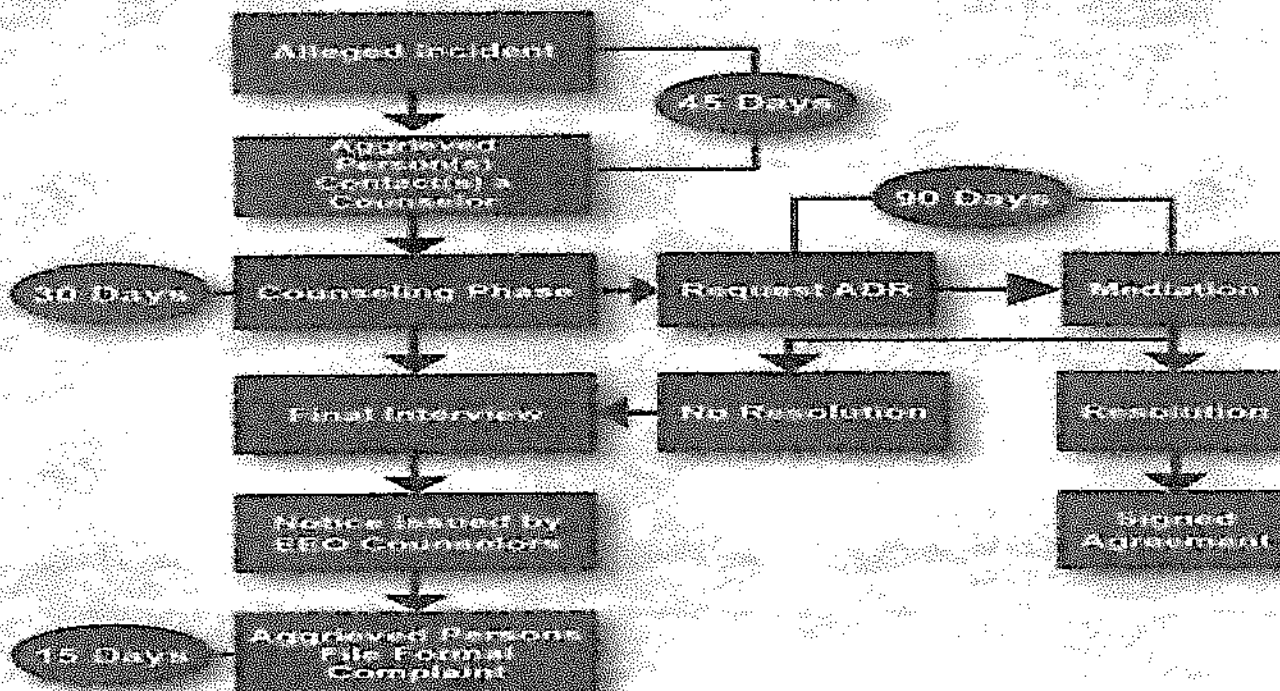
NAVFAC Washington (202) 685-3193



**Command Deputy
EEO Officer**

EEO Director
Mr. Leo LeCompte

EEO Counseling Process Flowchart





EEO Program Status Report FY 2013

**Copy of DON Form Listing
Subordinate Activity
Report Submissions**

**NAVFAC
FY 2013 EEO Program Status Report
Subordinate Commands (Echelon III)**

[illegible]



**EEO Program Status
Report
FY 2013**

**Copy of EEEO's
Memorandum dated
6 Sep 13 Announcing the
Start of FY13 Annual
Assessment**

McRae-Haeffner, Kym CIV NAVFAC HQ, BD

To: LeCompte, Ferdinand P CIV NAVFAC HQ, TF
Subject: RE: NAVFAC EEO Program Assessment/FY13 MD-715 Report (ACTION)

-----Original Message-----

From: Carty, William W SES NAVFAC HQ, CMO

Sent: Friday, September 06, 2013 18:19

To: Morton, Douglas G RDML NAVFAC Lant, 00; Mullenburg, Bret J RDML NAVFAC PAC 00;
~~Michelle.LaDuca@fe.navy.mil; Korka, John W CAPT NAVFAC MIDLANT, CO; Worden, Rodney G CAPT~~
NAVFAC MW, CO; Laplatney, Chris S Capt NAVFAC NW, 00; Kiwus, Chris H CAPT NAVFAC SE, 00;
Maurer, Clifford M CAPT NAVFAC SW, ESWD; Edmonds, Antonio M CAPT NAVFAC Washington, CO;
Edelson, Mark K CAPT EXWC, 00; Williamson, Michael D CAPT NAVFAC HI, 00; McLean, Robert CAPT
NAVFAC EURAFSWA, CO; 'Shephard, Glenn CAPT NAVFAC Marianas 00'
Cc: Chandler, Don R CAPT NAVFAC HQ, 00; Iselin, Steven SES NAVFAC HQ, 00; Lynch, Pete S CAPT
NAVFAC PAC, 09; Borowy, Jeff T CAPT NAVFAC LANT; Millinor, Dave D CDR NAVFAC HQ, TF;
LeCompte, Ferdinand P CIV NAVFAC HQ, TF
Subject: NAVFAC EEO Program Assessment/FY13 MD-715 Report (ACTION)

Admirals, Skippers,

It's the time of the year again when we have the opportunity to move the EEO program ahead toward the goal of making NAVFAC the "Model EEO Program" through the Management Directive-715 report (MD-715). This annual report is the basis of NAVFAC's EEO Program Assessment conducted each year by the Office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs). Your accomplishments on how well your command is performing should be annotated in this year's report. In addition, preparation of the report can help each command identify and address opportunities to improve their EEO programs.

In a normal year, the MD-715 report process would have been starting in the June/July time frame, however the start this year was delayed by complications with DON/OCHR database that would normally provides the necessary data tables to conduct a proper barrier analysis. As a result of the database complications, the Total Force staff had to work diligently for several weeks to build the tables for each command from the raw data provided by OCHR and they have been provided to your EEO staffs.

An additional change this year that has impacted the schedule is the earlier due date of DON's signed report to EEOC. Because of the shifted deadline for completion, the DON Office of EEO and Diversity Management must begin writing the DON report earlier in the process. While NAVFAC's final report is due to the DON by 21 Nov 2013 which is roughly the same time as last year, they are requesting certain elements (Part G) of the report be submitted early so they can begin their roll up. In order to meet this early due date for Part G and the overall report deadline, the following due dates are establishing for submitting your FY13 MD-715 Reports:

- 16 September 2013 - Echelon III Final FY13 Part G to include any required supporting documents for a consolidated roll-up to DON/EEO
- 30 September 2013 - Echelon III FY13 reports are due to HQ.

While it is preferred that the report submitted on the deadline include the required signature pages, a separate submission of signature pages will be allowed if submitted no later than 21 October 2013 for echelon III. However, no substantive changes to your report can be made after the 21 Oct date.

Thank you for your assistance in the timely submission of this critical report. I know that we've accomplished a lot in this area and we continue to receive tremendous support and commitment for EEO and diversity. It's important that NAVFAC's report reflects this.

HQ point of contact is Mr. Leo LeCompte, CDEECO at 202-685-9023 (DSN 325-9023).

V/R

Bill Carty

Bill Carty

~~Assistant Commander / Chief Management Officer (CMO) Naval Facilities Engineering Command~~

202-685-9165 (w)

202-486-0433 (c)

william.carty@navy.mil



462 Report



MicroPact Complaints System

Content Body Navigation Links

Session: 4/14/2013 1:00:00 PM

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

Mixed Cases are included in this report

Total Elapsed Time: 00:01:45

AGENCY OR DEPARTMENT: NV25 - NAVAL FACILITIES ENGINEERING
COMMAND (and below)REPORTING PERIOD: 10/01/2012 -
09/30/2013

EEO Counselor

A. Internationally Left Blank

Counselings: Individuals

ADR Activity

B. Internationally Left Blank

Counselings: Individuals

Total Completed/Ended Counselings

	Counselings	Individuals
C Total Completed/Ended Counselings	81	79
1 Completed Within 30 Days	39	15
2 Completed Within 31 to 60 Days	58	57
3 Completed Within 61 to 90 Days	19	19
4 Completed Within 91 to 120 Days	58	59
5 Completed Within 121 to 150 Days	3	3
6 Completed Beyond 150 Days	0	0
7 Completed Out of Remands	0	0

Pre-Complaint Activities

D. Pre-Complaint Activities

	Counselings	Individuals
1 On Hand at the Beginning of the Reporting Period	14	14
2 Inboard Outgoing Reporting Period	23	69
3 Completed/Ended Counseling	81	79
4 Settlements (Monetary and Non-Monetary)	13	13
5 Withdrawn/Not Completed/Not	25	25
6 Completed/Ended in Reporting Period that Resulted in Complaint Filed in Reporting Period	12	25
7 Carried to File Complaint Pending at the End of the Reporting Period	21	21

Part I - Pre-Complaint Activities

Non-ADR Settlements with Monetary Benefits

	Counselings	Individuals	Amount
F Total	1	1	\$491.00
1 Compensatory Damages	0	0	\$0.00
2 Back Pay / Fringe Pay	0	0	\$0.00
3 Lump Sum Payment	0	0	\$0.00
4 Attorney's Fees and Costs	0	0	\$0.00
5 Other (Total)	1	1	\$491.00

Non-ADR Settlements With Non-Monetary Benefits

	Counselings	Individuals
F Total	1	1
1 Retiree	0	0
2 Retiree	0	0
3 Non-Retiree	0	0
4 Retiree	0	0
5 Non-Retiree	0	0
6 Accommodations	0	0
7 Training	0	0
8 Apology	0	0
9 Disciplinary Action	0	0
10 Reinstatement	0	0
11 Removal/Reinstatement	0	0
12 Voluntary Resignation	0	0
13 Performance Evaluation Modified	0	0
14 Leave Reduction	0	0
15 Other	0	0

ADR Settlements with Monetary Benefits

	Counselings	Individuals	Amount
G Total	2	2	\$4,073.00
1 Compensatory Damages	0	0	\$0.00
2 Back Pay / Fringe Pay	0	0	\$0.00
3 Lump Sum Payment	2	2	\$4,073.00
4 Attorney's Fees and Costs	0	0	\$0.00
5 Other (Total)	0	0	\$0.00

ADR Settlements With Non-Monetary Benefits

	Counselings	Individuals
H Total	13	11
1 Retiree	0	0
2 Retiree	0	0
3 Non-Retiree	0	0
4 Retiree	0	0
5 Non-Retiree	0	0
6 Accommodations	0	0
7 Training	0	0
8 Apology	0	0
9 Disciplinary Action	0	0
10 Reinstatement	0	0
11 Removal/Reinstatement	0	0
12 Voluntary Resignation	0	0
13 Performance Evaluation Modified	0	0
14 Leave Reduction	0	0
15 Other	0	0

NON-ADR SETTLEMENTS

	Counselings	Individuals
I Total	1	1

AGENCY OR DEPARTMENT: NV25 - NAVAL FACILITIES ENGINEERING
COMMAND (and below)

REPORTING PERIOD: 10/01/2012 -
09/30/2013

Part II -- Formal Complaint Activities

A. Complaints On Hand at the Beginning of the Reporting Period	
B. Complaints Filed	
C. Remands (sum of lines C1 + C2 + C3)	
C1 Remands (Not Included in A or B)	
C2 Remands (Included in A or B)	
C3 Number of additional remands in this reporting period that are not included in C1 or C2 above	
D. Additional declines in this reporting period not reflected in F or H that resulted from remands	
E. Total Complaints (sum of lines A + B + C3)	
F. Complaints in Line B that were NOT Closed/Retired	
G. Complaints in Line B that were Closed During Report Period	
H. Complaints in Line C that were Closed During Report Period	
I. Complaints On Hand at the end of the Reporting Period (sum of E + G + H + C3 + C4)	
J. Individuals Filing Complaints (Complaints/line)	
K. Number of Active Filings (sum of Complaints/line)	

AGENCY OR DEPARTMENT: NV25 - NAVAL FACILITIES ENGINEERING REPORTING PERIOD: 10/01/2012 - 09/30/2013
 COMMAND (and below)

Part III - Agency Resources, Training, Reporting Line

A. Agency & Contract Resources

	Number	Agency	Percent	NI
1. Work Force				
a. Total Work Force	0			
b. Permanent Employees	0			
2. Counselors				
a. Full-Time	0		0	
b. Part-Time	0		0	
c. Contractual Duty	0		0	
3. Investigators				
a. Full-Time	0		0	
b. Part-Time	0		0	
c. Contractual Duty	0		0	
4. Community Staff				
a. Full-Time	0		0	
b. Part-Time	0		0	
c. Contractual Duty	0		0	

B. Agency & Contract Staff Training

	Agency	Counselor	Contract	Agency	Investigator
1. New Staff - Total	0	0	0	0	0
a. Staff Receiving Required 32 or more hours	0	0	0	0	0
b. Staff Receiving Fewer than 32 hours, usually given to experienced staff	0	0	0	0	0
c. Staff Receiving no training at all	0	0	0	0	0
2. Experienced Staff - Total	0	0	0	0	0
a. Staff Receiving Required 32 or more hours	0	0	0	0	0
b. Staff Receiving Fewer than 32 hours, usually given to experienced staff	0	0	0	0	0
c. Staff Receiving no training at all	0	0	0	0	0

C. Reporting Line

1. EEO Director's Name: _____

2. Does the EEO Director Report to the Agency Head? (Yes/No) _____

3. If no, who does the EEO Director report to? _____

4. Who is responsible for the day-to-day operation of the EEO program in your Department/Agency/organization? _____

5. Who does the person report to? _____

AGENCY OR DEPARTMENT: NV26 - NAVAL FACILITIES ENGINEERING
COMMAND (and below)

REPORTING PERIOD: 10/01/2012 -
09/30/2013

Part IV - Bases and Issues Alleged in Complaints Filed (Part 1)

Issues of Alleged Discrimination	Bases of Alleged Discrimination										Total all bases by issue	Total all complaints by issue	Total all complaints by base
	Age	Indian/Alaska Native	Asian	Disability	Hispanic/Latino	Black/African American	White	Two or More Races	Color	Religion	Marital		
A. Appointment/Hire	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Assignment of Duties	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Awards	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Conversion to Full Time	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0
1. Demotion	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Reprimand	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Suspension	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Removal	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Other	0	0	0	0	0	0	0	0	0	0	0	0	0
F. Duty Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
G. Evaluation/Appraisal	0	0	0	0	0	0	0	0	0	0	0	0	0
H. Examination/Test	0	0	0	0	0	0	0	0	0	0	0	0	0
I. Harassment	0	0	0	0	0	0	0	0	0	0	0	0	0
1. Non-Sexual	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Sexual	0	0	0	0	0	0	0	0	0	0	0	0	0
J. Medical Examination	0	0	0	0	0	0	0	0	0	0	0	0	0
K. Pay Including Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0
L. Promotion/Non-Selection	0	0	0	0	0	0	0	0	0	0	0	0	0
M. Reassignment	0	0	0	0	0	0	0	0	0	0	0	0	0
1. Denied	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Directed	0	0	0	0	0	0	0	0	0	0	0	0	0
N. Reasonable Accommodation	0	0	0	0	0	0	0	0	0	0	0	0	0
O. Reinstatement	0	0	0	0	0	0	0	0	0	0	0	0	0
P. Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0
Q. Termination	0	0	0	0	0	0	0	0	0	0	0	0	0
R. Terms/Conditions of Employment	0	0	0	0	0	0	0	0	0	0	0	0	0
S. Time and Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
T. Training	0	0	0	0	0	0	0	0	0	0	0	0	0
U. Other (Please Specify Below)	0	0	0	0	0	0	0	0	0	0	0	0	0
Furlough-related Claim	0	0	0	0	0	0	0	0	0	0	0	0	0
NSPS Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total All Issues by Base	0	0	0	0	0	0	0	0	0	0	0	0	0
Total All Complaints Filed by Bases	0	0	0	0	0	0	0	0	0	0	0	0	0
Total All Complaints by Bases	0	0	0	0	0	0	0	0	0	0	0	0	0

Part IV - Bases and Issues Alleged in Complaints Filed (Part 2)

Issues of Alleged Discrimination	Bases of Alleged Discrimination										Total all bases by issue	Total all complaints by issue	Total all complaints by base
	Sex	Pregnancy Discrimination Act	National Origin	Equal Pay Act	Disability	Age	Mental	Physical	GINA	Other			
A. Appointment/Hire	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Assignment of Duties	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Awards	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Conversion to Full Time	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0
1. Demotion	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Reprimand	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Suspension	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Removal	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Other	0	0	0	0	0	0	0	0	0	0	0	0	0
F. Duty Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
G. Evaluation/Appraisal	0	0	0	0	0	0	0	0	0	0	0	0	0
H. Examination/Test	0	0	0	0	0	0	0	0	0	0	0	0	0
I. Harassment	0	0	0	0	0	0	0	0	0	0	0	0	0
1. Non-Sexual	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Sexual	0	0	0	0	0	0	0	0	0	0	0	0	0
J. Medical Examination	0	0	0	0	0	0	0	0	0	0	0	0	0
K. Pay Including Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0
L. Promotion/Non-Selection	0	0	0	0	0	0	0	0	0	0	0	0	0
M. Reassignment	0	0	0	0	0	0	0	0	0	0	0	0	0
1. Denied	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Directed	0	0	0	0	0	0	0	0	0	0	0	0	0
N. Reasonable Accommodation	0	0	0	0	0	0	0	0	0	0	0	0	0
O. Reinstatement	0	0	0	0	0	0	0	0	0	0	0	0	0
P. Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0
Q. Termination	0	0	0	0	0	0	0	0	0	0	0	0	0

R. Terms/Conditions of Employment	0	1		0	0	9		1	0	0	0	7	0	5
S. Time and Attendance	0	1		9	1	0		1	0	9	0	8	1	
T. Training	0	1		0	0	0		1	0	9	0	6	2	2
U. Other (Please Specify Below)	0	0		0	0	0		0	0	0	0	0	0	0
Punishment-related Claims	0	0		0	0	0		0	0	0	0	0	0	0
NPSG Other	0	0		0	0	0		0	0	0	0	0	0	0
Total All Issues by Bases	4	13		1	3	7	0	3	20	2	11	0	0	0
Total All Complaints Filed by Bases	4	0		1	2	5	0	3	15	2	10	0		
Total All Complainants by Bases	4	0		1	2	4	0	3	15	2	9	0		

Part IVA – Basis of Discrimination In Findings and Alleged In Settlements

[illegible]

Part IVB—Issues of Discrimination in Findings and Alleged in Settlements

[illegible]

AGENCY OR DEPARTMENT: NV25 - NAVAL FACILITIES ENGINEERING REPORTING PERIOD: 10/01/2012 -
 COMMAND (and below) 09/30/2013

Part V - Summary of Closures by Statute

A. Statute	(If a single complaint has multiple statutes record each on the appropriate line.)
24	1 Title VII
9	1a Pregnancy Discrimination Act (PDA)
12	2 Age Discrimination in Employment Act (ADEA)
19	3 Rehabilitation Act
23	4 Equal Pay Act (EPA)
4	5 Genetic Information Nondiscrimination Act (GINA)
B. Totals/Errors	63 This number may be larger than the total number of complaints closed (A1 + A1a + A2 + A3 + A4 + A5)

AGENCY OR DEPARTMENT: NV25 - NAVAL FACILITIES ENGINEERING REPORTING PERIOD: 10/01/2012 - 09/30/2013
COMMAND (and below)

Part VI - Summary of Closures By Category

	Total Number	Total Days
A. Total Number of Closures (1 + 2 + 3)	58	
1. Withdrawals (a + b)	1	
a. Non-ADR Withdrawals	1	
b. ADR Withdrawals	0	
2. Settlements (c + d)	14	
c. Non-ADR Settlements	10	
d. ADR Settlements	4	
3. Final Agency Actions (e + f)	43	
e. Final Agency Decisions WITHOUT an ADMINISTRATIVE JUDGE Decision (1 + 2 + 3)	26	
1. Finding Discrimination	9	
2. Finding No Discrimination	17	
3. Dismissal of Complaints	10	
f. Final Agency Orders WITH an ADMINISTRATIVE JUDGE (AJ) Decision (1 + 2)	17	
1. AJ Decision Fully Implemented (a + b + c)	9	
(a) Finding Discrimination	0	
(b) Finding No Discrimination	0	
(c) Dismissal of Complaints	0	
2. AJ Decision NOT Fully Implemented (d + e + f)	8	
(a) Finding Discrimination (1 + 2 + 3)	0	
1. Agency Appealed Finding But Not Remedy	0	
2. Agency Appealed Remedy But Not Finding	0	
3. Agency Appealed Finding And Remedy	0	
(b) Finding No Discrimination	0	
(c) Dismissal of Complaints	0	
d. Final Agency Mandate Decisions (FAD) Issued (1 + 2 + 3 + 4)	15	
1. Complaintant Requested Immediate FAD (1a + 1b)	7	
a. Agency Issued FAD WITHIN 60 Days Of Receipt Of FAD Request	7	
b. Agency Issued FAD MORE THAN 60 Days Beyond Receipt Of FAD Request	0	
2. Complaintant Did NOT Request Immediate FAD (2a + 2b)	8	
a. Agency Issued FAD WITHIN 60 Days Of End Of 30-Day Election Period	8	
b. Agency Issued FAD MORE THAN 60 Days Beyond End Of 30-Day Election Period	0	
3. Hearing Requested, AJ Returned Case To Agency For FAD Without AJ Decision (3a + 3b)	0	
a. Agency Issued FAD WITHIN 60 Days Of Receipt Of AJ Returned Case For FAD Issuance	0	
b. Agency Issued FAD MORE THAN 60 Days After Receipt Of AJ Returned Case For FAD Issuance	0	
4. Final Agency Decision Issued On A Mandate Case (4a + 4b)	0	
a. Agency Issued FAD WITHIN 45 Days After Investigation	0	
b. Agency Issued FAD MORE THAN 45 Days After Investigation	0	

AGENCY OR DEPARTMENT: **NAV26 - NAVAL FACILITIES ENGINEERING**
 COMMAND (and below)

REPORTING PERIOD: **10/01/2012 - 09/30/2013**

Part VII - Summary of Complaints Closed by Types of Benefits

	Number
A. Total complaints closed with benefits	15
B. Total closures with monetary benefits to complainant	8
1 Back Pay/Front Pay	0
2 Lump Sum Payment	5
3 Compensatory Damages	2
4 Attorney Fees and Costs	1
D. Total closures with non-monetary benefits to complainant	7
1 Interim/Lost Back	0
E. Types of benefits in non-monetary closures	
1 None	0
2 Reassignment	0
3 Promotion	1
4 Reinstatement	0
5 Expungements	0
6 Reassignment	1
7 Removal/Relocation	0
8 Reinstatement	0
9 Voluntary Resignation	0
10 Accommodations	0
11 Training	0
12 Apology	0
13 Disciplinary Actions	0
14 Resignation	0
15 Mediation	0
16 Performance evaluation modified	0
17 Leave Revoked	0
18 Other (Other)	0

AGENCY OR DEPARTMENT: NV25 - NAVAL FACILITIES ENGINEERING REPORTING PERIOD: 10/01/2012 -
 COMMAND (and below) 09/30/2013

Part VIII - Summary of Pending Complaints By Category

	Number Pending	Number of Days	Average Days	Number of Days for Oldest C
A. Total Complaints Pending (Same as part (I) (1)+(2)+(3)+(4))	81	38324		
1. Complaints Pending Written Notification (Acknowledgment Letter)	2	98	49.00	
1a. Complaints Pending Decision to Accept/Dismiss	13	1627	136.00	
2. Complaints Pending Investigation	9	1795	199.00	
3. Complaints Pending Hearing	33	26609	682.00	1
4. Complaints Pending A Final Agency Action	24	8295	414.00	

AGENCY OR DEPARTMENT: NV26 - NAVAL FACILITIES ENGINEERING REPORTING PERIOD: 10/01/2012 - 09/30/2013
 COMMAND (and below)

Part IX - Summary Of Investigations Completed

	Cases	Total Days
A. Investigations Completed During Reporting Period (1 + 3)	11	0
1. Investigations Completed by Agency Personnel (a + b + c)	0	0
a. Investigations Completed in 180 Days or Less	0	0
b. Investigations Completed in 181 - 360 Days	0	0
c. Tardy Completed Investigations	0	0
2. Unusually Completed Investigations	0	0
d. Investigations Completed in 361 or More Days	0	0
3. Agency Investigation Costs	\$260,415.00	
B. Investigations Completed by Contractors (e + f + g)	11	2037
e. Investigations Completed in 180 Days or Less	6	1002
f. Investigations Completed in 181 - 360 Days	5	1036
g. Tardy Completed Investigations	0	0
2. Unusually Completed Investigations	0	0
4. Contractor Investigation Costs	\$0.00	

AGENCY OR DEPARTMENT: NV25 - NAVAL FACILITIES ENGINEERING
COMMAND (and below)

REPORTING PERIOD: 10/01/2012 -
09/30/2013

Part X - Summary of ADR Program Activities
Informal Phase (Pre-Complaint)

	Counselings	Individuals	Days
A. Intentionally Left Blank			
B. ADR Attributed to Completed/Under Counseling			
1. ADR Offered By Agency			
2. Rejected By Individual (Consultee)	61	79	
3. Intentionally Left Blank	34	33	
4. Total Accepted (Not ADR Program)	49	46	
C. ADR Resources Used in Completed/Under Counseling (Total)			
1. None	0	7	
2. Another Federal Agency	0	0	
3. Private Organizations (e.g., Contractors, Bar Associations, Individual Volunteers, College/University Personnel)	0	0	
4. Multiple Resources Used (Please specify in a comment box)	0	0	
5. Federal Executive Board	0	0	
6. DWH	0	0	
D. ADR Resources Used in Completed/Under Counseling (Total)			
1. Mediation	0	7	251
2. Settlement Conferences	0	0	351
3. Early Neutral Evaluations	0	0	0
4. Fact Finding	0	0	0
5. Facilitation	0	0	0
6. Other/Other	0	0	0
7. Peer Review	0	0	0
8. Multiple Resources Used (Please specify in a comment box)	0	0	0
E. Status of Cases			
1. Total Closed	47	46	2130
2. Settlement with Benefits (Monetary & Non-monetary)	12	12	491
3. No Formal Complaint Filed	15	15	682
4. Complaint Filed			
5. No Resolution	8	8	429
6. ADR Attempt (to Part X.E.1.d)	11	11	528
7. Decision to File Complaint Pending at the End of the Reporting Period	0	0	0
8. Intentionally Left Blank	0	0	0

AGENCY OR DEPARTMENT: NV26 - NAVAL FACILITIES ENGINEERING REPORTING PERIOD: 10/01/2012 - 09/30/2013
COMMAND (and below)

Part XI - Summary of ADR Program Activities
Formal Phase (Complaint Filed)

	Complaints	Complaints	Days
A. Intentionally Left Blank			
B. ADR Actions in Complaint Closures			
1. ADR Offered By Agency	4	4	
2. Respected By Complainant	0	0	
3. Intentionally Left Blank			
4. Total Accepted into ADR Program	4	4	
C. ADR Resources Used in Complaint Closures (Totals)	0	0	
1. Mediator	0	0	
2. Arbitrator	0	0	
3. Agency Federal Agency	0	0	
4. Private Organizations (e.g., Contractors, Bar Associations, Individual Volunteers or College/University Professors)	0	0	
5. Multiple Resources Used (Please specify in a comment box)	0	0	
6. Federal Executive Board	0	0	
D. ADR Techniques Used in Complaint Closures (Totals)	0	0	0
1. Mediation	0	0	0
2. Settlement Conference	0	0	0
3. Early Neutral Evaluation	0	0	0
4. Fact Finding	0	0	0
5. Facilitation	0	0	0
6. Conciliation	0	0	0
7. Peer Review	0	0	0
8. Min. Trials	0	0	0
9. Multiple Techniques Used (Please specify in a comment box)	0	0	0
E. Status of Cases in Complaint Closures			
1. Total Closed	4	4	23
2. Settlements with Benefits (Monetary & Nonmonetary)	4	4	23
3. Withdrawal from EEO Process	0	0	0
4. No Resolution	0	0	0
5. No ADR Attempt	0	0	0
6. Intentionally Left Blank			

	Complaints	Amount
F. Benefits Received		
1. Monetary (Insert Totals)	0	\$0.00
a. Compensatory Damages	0	\$0.00
b. Backpay/Forfeiture	0	\$0.00
c. Lump Sum	0	\$0.00
d. Attorney Fees and Costs	0	\$0.00
e. Other/Other	0	\$0.00
2. Non-Monetary (Insert Totals)	4	
a. None	0	0
b. Retrospective	0	0
c. Non-Retrospective	0	0
d. Promotions	0	0
e. Reassignment	0	0
f. Non-Retrospective	0	0
g. Exchanges/Transfers	0	0
h. Reassignment	0	0
i. Reassignment	0	0
j. Voluntary Resignation	0	0
k. Accommodations	0	0
l. Training	0	0
m. Apology	0	0
n. Disciplinary Actions	0	0
o. Rescinded	0	0
p. Withdrawn	0	0
q. Performance Evaluations Modified	0	0
r. Leave Granted	0	0
s. Other/Other	0	0

AGENCY OR DEPARTMENT: NV25 - NAVAL FACILITIES ENGINEERING REPORTING PERIOD: 10/01/2012 -
COMMAND (and below) 09/30/2013

Part XII - Summary of EEO ADR Program Activities

EEO ADR Resources	
1. No Longer Collected	
2. Employees (Persons) in EEO ADR	
3. Resources that manage EEO ADR program (does not include the above as reported in part X & XI)	
4. In-House Full Time (40 Hours EEO ADR Only)	
5. In-House Part Time (32 Hours EEO ADR Only)	
6. In-House Contract Duty (Overseas/Off-Contest)	
7. Contract (Another Federal Agency/Private Organization)	

Part XII - D. EEO ADR Funding Spent

EEO ADR Funding Spent	
1. EEO ADR Funding Spent	

Part XII - E. EEO ADR Contact Information

1. Name of EEO ADR Program Director / Manager	
2. Title	
3. Telephone Number	
4. Email	

Part XII - F. EEO ADR Program Information

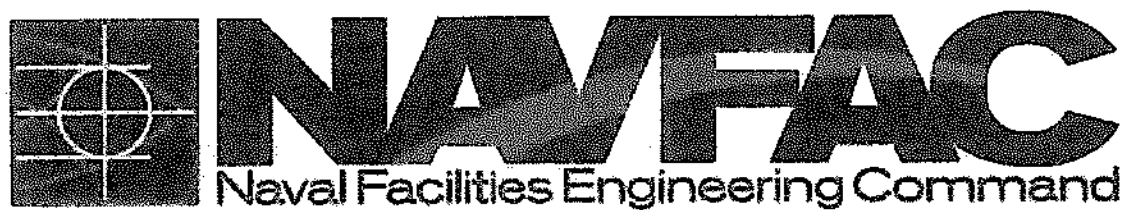
1. Does the agency require the alleged responsible management official to participate in EEO ADR?	
2. If so, is there a written policy requiring the participation?	
3. Does the alleged responsible management official have a role in deciding if the case is appropriate for EEO ADR?	

Certification and Contact Information

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Opportunity Statistical Report of Discrimination Complaints for the reporting period October 1, 2012 through September 30, 2013

Name and Title of Certifying Official:	
Signature of Certifying Official (Enter PIN here to serve as your electronic signature)	
Date and Telephone Number	
Email	
Name and Title of Preparer:	
Date and Telephone Number:	
Email	

The FY 2013 report (with the PIN entered) is due on or before October 31



EEO Program Status Report

FY 2013

A Tables

Table A.1. TOTAL WORKFORCE - Distribution by Race/Ethnicity and Sex

EMPLOYMENT TENURE		TOTAL WORKFORCE		RACE/ETHNICITY														
				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races		
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL																		
Current FY	#	15,722	1,787	3,935	635	288	7,840	2,311	1,249	585	1,088	443	208	295	57	28	201	83
	%	100.0%	11.0%	25.0%	4.0%	1.8%	49.9%	14.1%	7.9%	3.7%	6.9%	2.8%	1.3%	1.9%	0.4%	0.2%	1.3%	0.5%
GLF (2020)	%	100.0%	11.0%	48.1%	5.2%	4.5%	38.3%	34.0%	5.5%	6.0%	2.0%	2.0%	0.1%	0.1%	0.3%	0.3%	0.4%	0.4%
PERMANENT																		
Current FY	#	15,473	1,659	3,834	627	283	7,247	2,148	1,236	573	1,070	433	204	292	57	27	198	78
	%	100.0%	10.7%	24.8%	4.1%	1.6%	50.1%	13.9%	8.0%	3.7%	6.9%	2.8%	1.3%	1.9%	0.4%	0.2%	1.3%	0.5%
TEMPORARY																		
Current FY	#	249	148	101	8	6	102	63	13	12	18	10	4	4	-	1	3	5
	%	100.0%	49.5%	38.1%	3.4%	2.5%	39.2%	21.6%	3.9%	4.8%	7.8%	4.5%	3.9%	2.0%	0.6%	0.6%	3.1%	2.3%

RACE/ETHNICITY

EMPLOYMENT TENURE:	TOTAL EMPLOYEES
1-5 years	10
6-10 years	10
11-15 years	10
16-20 years	10
21-25 years	10
26-30 years	10
31-35 years	10
36-40 years	10
41-45 years	10
46-50 years	10
51-55 years	10
56-60 years	10
61-65 years	10
66-70 years	10
71-75 years	10
76-80 years	10
81-85 years	10
86-90 years	10
91-95 years	10
96-100 years	10

Table A2: TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex

EMPLOYMENT TENURE	TOTAL EMPLOYEES	RACE/ETHNICITY											
		Hispanic or Latino						Non-Hispanic or Latino					
		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
CLE (2010)	%	50.9%	48.1%	5.2%	4.8%	38.3%	34.0%	5.5%	6.6%	2.0%	2.0%	0.1%	0.1%
NAVFAC NH 47408													
Current FY	#	32	22	-	3	8	12	-	2	2	3	-	2
	%	100.0%	68.8%	0.0%	9.4%	25.0%	37.5%	0.0%	6.3%	6.3%	9.4%	0.0%	6.3%
CLE (2010)	%	50.9%	48.1%	5.2%	4.8%	38.3%	34.0%	5.5%	6.6%	2.0%	2.0%	0.1%	0.1%
NAVFAC NORTHWEST 64235													
Current FY	#	926	229	19	10	592	195	19	3	44	14	5	13
	%	100.0%	24.7%	2.1%	1.1%	63.9%	21.1%	2.1%	0.3%	4.8%	1.5%	0.5%	1.4%
CLE (2010)	%	50.9%	48.1%	5.2%	4.8%	38.3%	34.0%	5.5%	6.6%	2.0%	2.0%	0.1%	0.1%
NAVFAC PAC 62472													
Current FY	#	351	195	1	1	41	23	1	-	80	43	66	81
	%	100.0%	55.6%	0.3%	0.3%	11.7%	6.6%	0.3%	0.0%	22.8%	12.3%	18.8%	23.1%
CLE (2010)	%	50.9%	48.1%	5.2%	4.8%	38.3%	34.0%	5.5%	6.6%	2.0%	2.0%	0.1%	0.1%
NAVFAC SOUTHEAST 69450													
Current FY	#	1,640	1,222	418	112	20	936	285	131	88	25	15	4
	%	100.0%	74.5%	25.5%	6.8%	1.2%	57.1%	17.4%	8.0%	5.4%	1.5%	0.9%	0.2%
CLE (2010)	%	50.9%	48.1%	5.2%	4.8%	38.3%	34.0%	5.5%	6.6%	2.0%	2.0%	0.1%	0.1%
NAVFAC SOUTHWEST 62473													
Current FY	#	3,135	2,347	788	268	109	1,463	426	220	68	321	137	42
	%	100.0%	74.9%	25.1%	8.6%	3.5%	46.0%	13.6%	7.0%	2.2%	10.2%	4.4%	1.3%
CLE (2010)	%	50.9%	48.1%	5.2%	4.8%	38.3%	34.0%	5.5%	6.6%	2.0%	2.0%	0.1%	0.1%
NAVFAC WASH 40080													
Current FY	#	1,454	1,083	371	36	15	720	214	261	123	46	11	1
	%	100.0%	74.5%	25.5%	2.5%	1.0%	49.5%	14.7%	18.0%	8.5%	3.2%	0.8%	0.1%
CLE (2010)	%	50.9%	48.1%	5.2%	4.8%	38.3%	34.0%	5.5%	6.6%	2.0%	2.0%	0.1%	0.1%

Table A3. OCCUPATIONAL CATEGORIES - Distribution by Race, Ethnicity and Sex

OCCUPATIONAL CATEGORIES	TOTAL EMPLOYEES	RACE/ETHNICITY															
		Non-Hispanic or Latino															
		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more race			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1. Officials & Managers																	
Executive/Senior Level (Grades 15 & Above)	# 179	115	64	8	6	65	47	5	2	8	6	3	2	1	1		
% 100.0%	% 64.3%	35.8%	4.5%	3.4%	49.7%	26.3%	3.4%	1.1%	4.5%	3.4%	1.7%	1.1%	0.0%	0.6%	0.6%		
Mid-level (Grades 13 & 14)	# 1,457	1,024	433	38	28	762	268	58	44	90	54	52	33	3	21		
% 100.0%	% 70.3%	29.7%	2.6%	1.9%	52.3%	18.1%	4.0%	3.0%	6.2%	3.7%	3.6%	2.3%	0.2%	1.4%	0.7%		
High-level (Grades 12 & below)	# 95	683	93	35	6	603	55	108	13	54	11	80	5	4	7		
% 100.0%	% 80.6%	9.4%	3.5%	0.6%	61.4%	5.6%	11.0%	1.3%	5.5%	1.1%	8.1%	0.6%	0.6%	0.2%	0.7%		
Others	# 13,100	8,755	3,345	564	269	6,393	1,846	1,077	576	936	372	573	255	50	172		
% 100.0%	% 74.5%	25.5%	4.2%	1.9%	48.8%	14.1%	8.2%	4.0%	7.1%	2.8%	4.4%	1.9%	0.8%	0.2%	1.3%		
Officials & Managers	# 15,722	11,787	3,935	635	289	7,848	2,211	1,249	585	1,068	443	708	256	57	201		
% 100.0%	% 75.0%	25.0%	4.0%	1.8%	49.9%	14.1%	7.9%	3.7%	6.9%	2.8%	4.5%	1.8%	0.4%	0.2%	1.3%		
2. Administrative	# 3,473	2,012	1,461	107	128	1,385	783	200	241	188	151	90	117	10	44		
% 100.0%	% 57.9%	42.1%	3.1%	3.7%	39.9%	22.5%	5.8%	6.9%	4.8%	4.4%	2.8%	3.4%	0.3%	1.3%	0.3%		
3. Blue Collar	# 4,995	4,888	108	270	6	2,996	59	728	24	396	10	378	8	34	66		
% 100.0%	% 97.8%	2.2%	5.4%	0.1%	60.0%	1.2%	14.6%	0.5%	7.9%	0.2%	7.6%	0.2%	0.7%	0.0%	1.7%		
4. Clerical	# 159	61	98	2	9	38	58	16	14	3	7	2	8	1	1		
% 100.0%	% 38.4%	61.6%	1.3%	5.7%	23.9%	36.5%	10.1%	8.8%	1.9%	4.4%	1.3%	5.0%	0.6%	0.6%	0.6%		
5. Other	# 114	54	60	6	4	27	28	6	13	11	7	2	3	1	2		
% 100.0%	% 47.4%	52.6%	5.3%	3.5%	23.7%	24.6%	5.3%	11.4%	9.6%	6.1%	1.8%	2.6%	0.0%	0.9%	1.8%		
6. Professional	# 4,979	4,357	1,622	184	98	2,341	980	163	179	431	195	186	125	5	47		
% 100.0%	% 87.4%	32.6%	3.7%	2.0%	47.0%	18.7%	3.3%	3.6%	8.7%	3.9%	3.7%	2.5%	0.1%	0.2%	0.9%		
7. Technical	# 2,001	1,415	586	65	44	1,062	303	136	114	79	71	42	35	8	7		
% 100.0%	% 70.7%	29.3%	3.3%	2.2%	53.1%	15.1%	6.8%	5.7%	3.9%	3.5%	2.1%	1.7%	0.4%	0.3%	1.1%		

RACE/ETHNICITY

GS/GM, SES, AND RELATED GRADES		TOTAL EMPLOYEES		RACE/ETHNICITY															
				Hispanic or Latino				White		Black or African American		Non-Hispanic or Latino		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
				All	Male	Female		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS-01	8	3	5	-	-	1	-	-	-	2	3	1	1	-	-	-	-		
	%	100.0%	37.5%	62.5%	0.0%	0.0%	12.5%	0.0%	0.0%	25.0%	37.5%	12.5%	12.5%	0.0%	0.0%	0.0%	0.0%		
GS-02	21	8	13	1	4	9	1	1	2	1	-	-	-	-	-	-	-		
	%	100.0%	38.1%	61.9%	4.8%	19.0%	42.9%	0.0%	4.8%	9.5%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
GS-03	47	27	20	2	16	10	-	1	7	5	1	1	1	1	1	1	1		
	%	100.0%	57.4%	42.6%	4.3%	34.0%	21.3%	0.0%	4.3%	14.9%	10.6%	2.1%	2.1%	0.0%	0.0%	0.0%	0.0%		
GS-04	76	40	36	4	22	19	10	10	1	2	2	2	2	2	2	2	2		
	%	100.0%	52.6%	47.4%	5.3%	28.9%	25.0%	13.2%	9.2%	1.3%	2.6%	2.6%	2.6%	0.0%	0.0%	0.0%	0.0%		
GS-05	115	44	71	3	31	44	8	14	1	4	1	4	4	4	4	4	4		
	%	100.0%	38.3%	61.7%	2.6%	27.0%	38.3%	7.0%	12.2%	0.9%	3.5%	0.9%	3.5%	0.0%	0.0%	0.0%	0.0%		
GS-06	125	33	92	-	20	50	-	20	2	3	2	8	8	1	-	-	-		
	%	100.0%	26.4%	73.6%	0.0%	16.0%	40.0%	5.6%	16.0%	1.6%	2.4%	1.6%	6.4%	0.8%	0.8%	0.8%	0.8%		
GS-07	499	238	361	11	73	166	33	74	12	60	2	21	21	6	7	7	7		
	%	100.0%	47.7%	52.3%	2.2%	14.6%	33.3%	6.6%	14.6%	2.4%	12.0%	0.4%	4.2%	0.0%	1.2%	1.4%	1.4%		
GS-08	30	11	19	-	8	8	1	5	1	1	1	1	2	1	1	1	1		
	%	100.0%	36.7%	63.3%	0.0%	26.7%	26.7%	3.3%	16.7%	3.3%	3.3%	3.3%	6.7%	0.0%	3.3%	3.3%	3.3%		
GS-09	722	339	283	24	216	127	65	62	34	37	34	25	25	1	37	5	6		
	%	100.0%	46.9%	39.2%	3.3%	30.2%	17.6%	9.0%	8.6%	4.7%	5.1%	4.7%	3.5%	0.1%	0.3%	0.7%	0.8%		
GS-10	31	24	7	2	18	4	4	1	-	-	-	-	-	-	-	-	-		
	%	100.0%	77.4%	22.6%	6.5%	58.1%	12.9%	12.9%	3.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
GS-11	1,578	721	407	62	34	929	216	107	50	86	41	57	53	9	21	9	9		
	%	100.0%	45.7%	25.8%	3.9%	58.4%	13.9%	6.8%	3.0%	5.1%	2.6%	3.6%	3.2%	0.5%	1.3%	0.5%	0.5%		
GS-12	4,243	2,721	1,522	157	114	1,873	841	391	230	349	176	144	119	8	49	32	32		
	%	100.0%	64.4%	35.6%	3.7%	43.0%	19.8%	4.5%	5.6%	8.2%	4.1%	3.4%	2.8%	0.2%	1.2%	0.9%	0.9%		
GS-13	2,269	1,551	718	75	50	1,167	460	74	75	148	76	62	40	4	21	13	13		
	%	100.0%	68.4%	31.6%	3.3%	51.6%	20.3%	3.3%	3.3%	6.5%	3.3%	2.7%	1.8%	0.2%	0.9%	0.6%	0.6%		
GS-14	644	343	201	15	353	143	11	17	37	18	18	20	10	7	6	6	6		
	%	100.0%	53.8%	46.2%	2.3%	54.8%	22.2%	1.7%	2.6%	5.7%	2.8%	3.1%	1.6%	0.0%	1.1%	0.9%	0.9%		
GS-15	288	136	72	9	105	54	8	3	10	6	6	3	2	1	1	1	1		
	%	100.0%	47.2%	52.8%	3.1%	36.8%	17.4%	2.8%	3.5%	1.7%	2.1%	1.0%	1.0%	0.3%	0.3%	0.3%	0.3%		
All other (unspecified GS)	-	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Senior Executive Service	9	9	8	-	-	-	1	-	-	-	-	-	-	-	-	-	-		
	%	100.0%	100.0%	0.0%	0.0%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

RACE/ETHNICITY[illegible]

TABLE A6. PARTICIPATION RATES FOR MAJOR OCCUPATIONS BY RACE/ETHNICITY AND SEX

JOB TITLE/SERIES AGENCY RATE OCCUPATIONAL CIP	TOTAL EMPLOYEES		RACE/ETHNICITY													
			Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOP SEVEN	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Female
Engineering Technical Series 0802	1,133	2,073	60	47	2	810	44	31	7	60	3	34	1	6	13	1
	100.0%	84.7%	5.3%	4.1%	0.2%	73.3%	3.0%	7.3%	0.6%	5.3%	0.3%	3.0%	0.1%	0.5%	1.1%	0.1%
Contracting Series 1102	992	331	631	18	37	207	333	37	33	73	27	76	-	80%	9	16
	100.0%	34.4%	63.6%	1.9%	3.8%	21.5%	34.6%	3.5%	3.3%	7.3%	2.8%	7.9%	-	80%	0.9%	1.7%
General Engineering Series 0801	690	604	86	34	2	455	57	23	53	10	35	3	-	-	4	3
	100.0%	87.5%	12.5%	4.9%	0.3%	65.9%	8.3%	3.3%	7.7%	1.4%	5.1%	0.4%	-	-	0.6%	0.4%
Civil Engineering Series 0810	676	559	117	33	4	380	70	15	5	101	29	38	1	-	10	3
	100.0%	82.7%	17.3%	4.9%	0.6%	51.3%	10.4%	2.2%	0.7%	15.0%	4.2%	5.6%	0.1%	-	1.5%	0.4%
General Business and Industry Series 1101	574	385	189	70	9	294	211	30	22	17	13	5	1	-	5	1
	100.0%	67.1%	33.0%	12.3%	1.6%	51.4%	36.8%	5.2%	3.8%	2.9%	2.3%	0.9%	0.2%	-	0.9%	0.1%
Environmental Engineering Series 0819	503	339	174	13	10	235	108	12	42	21	24	18	1	-	2	3
	100.0%	67.4%	34.6%	2.6%	2.0%	46.7%	21.5%	2.4%	8.3%	4.2%	4.8%	3.6%	0.2%	-	0.4%	0.6%
Management and Program Analysis Series 0943	447	133	314	7	23	72	180	13	12	16	7	35	1	-	1	8
	100.0%	29.5%	70.2%	1.6%	5.1%	16.1%	37.8%	2.9%	2.7%	3.6%	1.6%	7.8%	0.2%	-	0.2%	1.8%

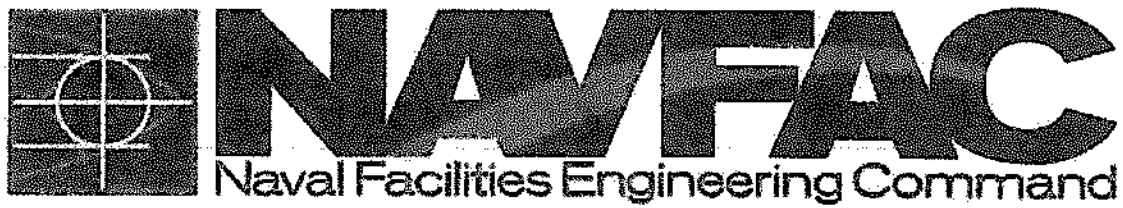
TABLE A8: NEW HIRES BY TYPE OF APPOINTMENT - Distribution by Race/Ethnicity and Sex

EMPLOYMENT TENURE	TOTAL WORKFORCE	RACE/ETHNICITY													
		Non-Hispanic or Latino													
		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL															
Current FY	#	344	285	59	17	194	37	32	15	18	1	19	3	1	4
	%	100.0%	82.3%	17.2%	4.5%	56.0%	10.6%	9.3%	4.4%	5.2%	0.3%	5.5%	0.9%	0.3%	1.2%
CLF (2010)	%	100.0%	51.9%	48.1%	5.2%	38.3%	34.0%	5.5%	6.6%	2.0%	2.0%	0.1%	0.1%	0.3%	0.4%
PERMANENT															
Current FY	#	312	262	50	16	180	32	30	14	15	1	16	2	1	4
	%	100.0%	84.0%	16.0%	5.1%	57.7%	10.3%	9.6%	4.5%	4.8%	0.3%	5.1%	0.6%	0.3%	1.3%
TEMPORARY															
Current FY	#	29	21	8	1	14	5	2	1	3		1	1		
	%	100.0%	72.4%	27.6%	3.4%	48.3%	17.2%	6.9%	3.4%	10.3%	0.0%	3.4%	3.4%	0.0%	0.0%
BLANK															
Current FY	#	3	2	1	-	-	-	-	-	-	-	2	-	-	1
	%	100.0%	66.7%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	33.3%

RACE/ETHNICITY[illegible]

Table 114: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex

EMPLOYMENT TENURE	TOTAL WORKFORCE	RACE/ETHNICITY											
		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Voluntary	All	768	602	166	25	11	366	97	12	74	20	48	12
	%	78.4%	21.6%	3.3%	1.6%	47.7%	12.6%	9.6%	3.1%	0.6%	2.6%	6.3%	1.6%
Involuntary	All	97	83	1	1	33	13	11	6	4	4	5	8
	%	100.0%	86.0%	1.0%	1.0%	34.0%	13.4%	11.3%	6.2%	4.1%	4.1%	5.2%	8.2%
Total Separations	All	877	685	167	26	44	110	22	17	8	8	53	20
	%	100.0%	78.0%	1.9%	3.0%	5.0%	12.6%	2.5%	1.9%	0.9%	0.9%	6.0%	2.3%
Total Workforce	All	15,722	11,887	3,935	635	289	7,849	2,211	1,249	585	1,088	443	708
	%	100.0%	75.0%	25.0%	4.0%	1.8%	49.9%	14.1%	7.9%	3.7%	6.9%	2.8%	4.5%



EEO Program Status Report

FY 2013

B Tables

Table B1: TOTAL WORKFORCE - Distribution by Disability [OPM Form 256 Self-Identification Codes]

[illegible]

Table B2: TOTAL WORKFORCE BY COMPONENT - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Employment Tenure	TOTAL	Total by Disability Status					Detail for Targeted Disabilities								
		(02) No Disability	(01) Not Identified	(00-94) Disability	Targeted Disability	(18) Hearing	(21) Vision	(30) Missing Extremities	(69) Partial Paralysis	(79) Complete Paralysis	(02) Epilepsy	(90) Intellectual Disability	(91) Psychiatric Disability	(92) Dwarfism	
Total Work Force	# 15711 % 100%	304 1.93%	14296 90.99%	1111 7.07%	100 0.64%	20 0.13%	8 0.05%	2 0.01%	10 0.06%	4 0.03%	19 0.12%	8 0.05%	25 0.16%	4 0.03%	
Federal High					2.23%										
NAVFAC EURAFSWA 33191	# 212 % 100%	8 3.77%	192 90.57%	12 5.66%	1 0.47%	0 0.00%	0 0.00%	0 0.00%	1 0.47%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
NAVFAC EXWC 69218	# 873 % 100%	13 1.49%	774 88.66%	86 9.85%	4 0.46%	1 0.11%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 0.23%	0 0.00%	1 0.11%	0 0.00%	
NAVFAC FAR EAST 40084	# 177 % 100%	4 2.26%	160 90.40%	13 7.34%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
NAVFAC HAWAII 62478	# 1293 % 100%	9 0.70%	1219 94.28%	65 5.03%	9 0.70%	2 0.15%	1 0.08%	0 0.00%	0 0.00%	2 0.15%	2 0.15%	0 0.00%	2 0.15%	0 0.00%	
NAVFAC HQ 00025	# 417 % 100%	21 5.04%	362 86.81%	34 8.15%	2 0.48%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 0.48%	0 0.00%	
NAVFAC LANT 62470	# 513 % 100%	1 0.19%	485 94.54%	27 5.26%	3 0.58%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.19%	1 0.19%	0 0.00%	1 0.19%	0 0.00%	
NAVFAC MARIANAS 40192	# 489 % 100%	3 0.61%	454 92.84%	32 6.54%	3 0.61%	2 0.41%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.20%	0 0.00%	
NAVFAC MIDLANT 40085	# 3298 % 100%	19 0.58%	3009 91.24%	210 6.97%	24 0.73%	6 0.18%	2 0.06%	1 0.03%	2 0.06%	1 0.03%	2 0.06%	3 0.09%	6 0.18%	1 0.03%	
NAVFAC MIDWEST 40083	# 821 % 100%	14 1.71%	760 92.57%	47 5.72%	4 0.49%	1 0.12%	0 0.00%	0 0.00%	1 0.12%	0 0.00%	2 0.24%	0 0.00%	0 0.00%	0 0.00%	
NAVFAC NCC 3258A	# 84 % 100%	1 1.19%	81 96.43%	2 2.38%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
NAVFAC NFI 47408	# 32 % 100%	0 0.00%	27 84.38%	5 15.63%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
NAVFAC NORTHWEST 44255	# 925 % 100%	27 2.92%	810 87.57%	88 9.51%	4 0.43%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.11%	0 0.00%	3 0.32%	0 0.00%	
NAVFAC PAC 62472	# 351 % 100%	0 0.00%	336 95.73%	15 4.27%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
NAVFAC SOUTHEAST 69450	# 1640 % 100%	37 2.26%	1464 89.27%	139 8.48%	10 0.61%	1 0.06%	0 0.00%	0 0.00%	2 0.12%	0 0.00%	4 0.24%	0 0.00%	2 0.12%	1 0.06%	
NAVFAC SOUTHWEST 62473	# 3133 % 100%	49 1.56%	2868 91.54%	216 6.89%	23 0.73%	5 0.16%	3 0.10%	1 0.03%	2 0.06%	0 0.00%	2 0.06%	4 0.13%	5 0.16%	1 0.03%	
NAVFAC WASH 40080	# 1453 % 100%	58 3.99%	1295 89.13%	100 6.88%	13 0.89%	2 0.14%	2 0.14%	0 0.00%	2 0.14%	0 0.00%	3 0.21%	1 0.07%	2 0.14%	1 0.07%	

Table B3-1: OCCUPATIONAL CATEGORIES - Distribution by Disability Employees

Occupational Category	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		(05) no Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(18) Hearing	(21) Vision	(30) Missing Extremities	(68) Partial Paralysis	(79) Complete Paralysis	(82) Epilepsy	(90) Intellectual Disability	(91) Psychiatric Disability	(92) Dementia	
1. Officials and Managers - Executive/Senior Level (Grades 15 and Above)	# 178	163	7	8	1	0	0	0	0	0	0	0	1	2	
	% 100%	91.57%	3.93%	4.49%	0.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.56%	0.00%	
- Mid-Level (Grades 13-14)	# 1457	1449	31	77	1	0	0	1	0	0	0	0	0	0	
	% 100%	98.59%	2.13%	5.28%	0.07%	0.00%	0.00%	0.07%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
- First-Level (Grades 12 and Below)	# 986	894	25	67	2	0	0	0	0	0	0	0	2	0	
	% 100%	90.67%	2.54%	6.80%	0.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.20%	0.00%	
- Other Officials and Managers	# 13090	12890	241	959	96	20	8	1	10	4	19	9	22	4	
	% 100%	98.83%	1.84%	7.33%	0.73%	0.15%	0.06%	0.01%	0.08%	0.03%	0.15%	0.06%	0.17%	0.03%	
Officials and Managers - TOTAL	# 15711	15296	304	1111	100	20	8	2	10	4	19	9	25	4	
	% 100%	97.39%	1.93%	7.07%	0.64%	0.13%	0.05%	0.01%	0.06%	0.03%	0.12%	0.05%	0.16%	0.03%	
2. Administrative	# 3469	86	3082	291	19	3	2	1	2	0	6	0	4	1	
	% 100%	2.48%	89.13%	8.39%	0.55%	0.09%	0.06%	0.03%	0.06%	0.00%	0.17%	0.00%	0.12%	0.03%	
3. Blue Collar	# 4994	98	4553	333	36	11	3	0	4	1	5	8	4	0	
	% 100%	1.96%	91.37%	6.67%	0.72%	0.22%	0.06%	0.00%	0.08%	0.02%	0.10%	0.16%	0.08%	0.00%	
4. Clerical	# 159	5	128	26	6	3	0	0	0	0	1	0	2	0	
	% 100%	3.14%	80.50%	16.35%	3.77%	1.89%	0.00%	0.00%	0.00%	0.00%	0.63%	0.00%	1.26%	0.00%	
5. Other	# 114	3	105	6	1	0	0	0	0	0	0	0	1	0	
	% 100%	2.63%	92.11%	5.26%	0.88%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.88%	0.00%	
6. Professional	# 4874	78	4630	266	18	2	1	1	1	2	5	0	6	0	
	% 100%	1.57%	93.08%	5.35%	0.36%	0.04%	0.02%	0.02%	0.02%	0.04%	0.10%	0.00%	0.12%	0.00%	
7. Technical	# 2801	34	1778	189	20	1	2	0	3	1	2	0	8	3	
	% 100%	1.20%	88.86%	9.45%	1.00%	0.05%	0.10%	0.00%	0.15%	0.05%	0.10%	0.00%	0.40%	0.15%	

Table B4-1: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability

GS/GM, SES, and Related Grade	TOTAL	Total by Disability Status					Detail for Targeted Disabilities									
		(05) No Disability	(06) Not Impaired	(06-94) Disability	Targeted Disability	(16) Hearing	(21) Vision	(30) Missing Extremities	(69) Partial Paralysis	(79) Complete Paralysis	(82) Epilepsy	(90) Intellectual Disability	(91) Psychiatric Disability	(92) Dwarfism		
GS - 01	# 8 % 100%	7 87.50%	10 100%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%		
GS - 02	# 21 % 100%	19 90.48%	1 4.76%	1 4.76%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%		
GS - 03	# 47 % 100%	45 95.74%	2 4.26%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%		
GS - 04	# 76 % 100%	65 85.53%	11 14.47%	9 11.84%	3 3.95%	2 2.63%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 1.32%	0 0.00%		
GS - 05	# 115 % 100%	99 86.09%	16 13.91%	14 12.17%	5 4.35%	1 0.87%	0 0.00%	0 0.00%	0 0.00%	1 0.87%	1 0.87%	0 0.00%	2 1.74%	0 0.00%		
GS - 06	# 125 % 100%	104 83.20%	21 16.80%	21 16.80%	4 3.20%	0 0.00%	0 0.00%	0 0.00%	2 1.60%	0 0.00%	0 0.00%	0 0.00%	1 0.80%	1 0.80%		
GS - 07	# 499 % 100%	434 86.97%	65 13.03%	55 11.02%	7 1.40%	0 0.00%	1 0.20%	0 0.00%	1 0.20%	0 0.00%	0 0.00%	0 0.00%	5 1.00%	0 0.00%		
GS - 08	# 30 % 100%	22 73.33%	8 26.67%	5 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%		
GS - 09	# 721 % 100%	635 88.07%	86 11.93%	77 10.68%	9 1.25%	4 0.55%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 0.69%	0 0.00%	0 0.00%	0 0.00%		
GS - 10	# 31 % 100%	30 96.77%	1 3.23%	1 3.23%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%		
GS - 11	# 1678 % 100%	1504 89.63%	174 10.37%	138 8.22%	9 0.54%	0 0.00%	2 0.12%	0 0.00%	0 0.00%	0 0.00%	1 0.06%	0 0.00%	5 0.30%	1 0.06%		
GS - 12	# 4238 % 100%	3854 90.94%	384 9.06%	309 7.29%	19 0.45%	2 0.05%	2 0.05%	1 0.02%	2 0.05%	0 0.00%	7 0.17%	0 0.00%	3 0.07%	2 0.05%		
GS - 13	# 2268 % 100%	2124 93.65%	144 6.35%	101 4.45%	6 0.26%	0 0.00%	0 0.00%	1 0.04%	1 0.04%	2 0.09%	0 0.00%	0 0.00%	2 0.09%	0 0.00%		
GS - 14	# 643 % 100%	594 92.38%	49 7.62%	35 5.44%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%		
GS - 15	# 207 % 100%	188 90.82%	19 9.18%	8 3.86%	1 0.48%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.48%	0 0.00%		
All Other (ex)	# 0 % 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%		
SES	# 9 % 100%	8 88.89%	1 11.11%	1 11.11%	1 11.11%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 11.11%	0 0.00%		
Total Workforce	# 10716 % 100%	9732 90.82%	1084 10.18%	778 7.26%	64 0.60%	9 0.08%	5 0.05%	2 0.02%	6 0.06%	3 0.03%	14 0.13%	0 0.00%	21 0.20%	4 0.04%		

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Table B5-1: PARTICIPATION RATES FOR WAGE GRADES by Disability

WD/WG, WFL/WS Other Grades	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		(05) no Disability	(01) not identified	(05-04) Disability	Targeted Disability	(10) Hearing	(21) Vision	(30) missing Extremities	(60) partial Paralysis	(70) Complete Paralysis	(82) Epilepsy	(90) Intellectual Disability	(91) Psychiatric Disability	(92) Dwarfism	
Grade - 00	# 94 % 100%	1 1.06%	87 92.55%	6 6.38%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 01	# 2 % 100%	0 0.00%	2 50.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 02	# 24 % 100%	0 0.00%	24 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 03	# 51 % 100%	0 0.00%	42 82.35%	9 17.65%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 04	# 26 % 100%	1 3.85%	24 92.31%	1 3.85%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 05	# 155 % 100%	1 0.65%	141 90.17%	13 8.39%	5 3.23%	1 0.65%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.65%	3 1.94%	1 0.65%	0 0.00%	
Grade - 06	# 106 % 100%	4 3.77%	88 83.02%	14 13.21%	3 2.83%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 2.83%	0 0.00%	0 0.00%	
Grade - 07	# 251 % 100%	6 2.39%	224 89.24%	21 8.37%	3 1.20%	2 0.80%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.40%	0 0.00%	0 0.00%	
Grade - 08	# 641 % 100%	7 1.09%	588 91.73%	46 7.18%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 09	# 579 % 100%	11 1.90%	526 90.85%	42 7.25%	7 1.21%	2 0.35%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 0.35%	1 0.17%	2 0.35%	0 0.00%	
Grade - 10	# 2505 % 100%	53 2.12%	2209 88.18%	153 6.11%	18 0.72%	6 0.24%	3 0.12%	0 0.00%	4 0.16%	1 0.04%	2 0.08%	0 0.00%	2 0.08%	0 0.00%	
Grade - 11	# 460 % 100%	11 2.39%	426 92.61%	23 5.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 12	# 75 % 100%	2 2.67%	40 93.33%	3 4.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 13	# 13 % 100%	0 0.00%	12 92.31%	1 7.69%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 14	# 6 % 100%	1 16.67%	5 83.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 15	# 5 % 100%	0 0.00%	5 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Grade - 16	# 2 % 100%	0 0.00%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	

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Table B6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Disability

Job Title/Series	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(10) Hearing	(11) Vision	(10) Missing Extremities	(09) Partial Paralysis	(10) Complete Paralysis	(02) Epilepsy	(00) Intellectual Disability	(01) Psychiatric Disability	(02) Deaf/Blind	
Engineering Technical Series 0802	# 1,133 % 100%	1,020 90.03%	22 1.94%	91 8.03%	6 0.53%	0 0.00%	2 0.18%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 0.26%	1 0.09%	
Contracting Series 1102	# 951 % 100%	895 93.13%	11 1.14%	55 5.72%	3 0.31%	0 0.00%	1 0.10%	0 0.00%	0 0.00%	0 0.00%	1 0.10%	0 0.00%	1 0.10%	0 0.00%	
	# 690 % 100%	641 92.90%	14 2.03%	35 5.07%	3 0.43%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.14%	0 0.00%	0 0.00%	2 0.29%	0 0.00%	
General Engineering Series 0801	# 675 % 100%	636 94.22%	9 1.33%	30 4.44%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Civil Engineering Series 0810	# 554 % 100%	494 89.17%	16 2.89%	44 7.94%	1 0.18%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.18%	0 0.00%	0 0.00%	0 0.00%	
General Business and Industry Series 1101	# 503 % 100%	478 95.03%	5 0.99%	20 3.98%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Environmental Engineering Series 0819	# 447 % 100%	403 90.16%	13 2.91%	31 6.94%	2 0.45%	1 0.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Management and Program Analysis Series 0343	# 438 % 100%	406 92.69%	9 2.05%	23 5.25%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Mechanical Engineering Series 0830	# 385 % 100%	361 93.77%	5 1.30%	19 4.94%	4 1.04%	1 0.26%	0 0.00%	0 0.00%	0 0.00%	1 0.26%	1 0.26%	0 0.00%	1 0.26%	0 0.00%	
Architecture Series 0808	# 369 % 100%	335 90.79%	3 0.81%	31 8.40%	5 1.36%	1 0.27%	1 0.27%	0 0.00%	1 0.27%	0 0.00%	1 0.27%	0 0.00%	1 0.27%	0 0.00%	
Information Technology Management Series 2210	# 359 % 100%	335 93.31%	3 0.84%	31 8.63%	5 1.39%	1 0.28%	1 0.28%	0 0.00%	1 0.28%	0 0.00%	1 0.28%	0 0.00%	1 0.28%	0 0.00%	
6,155		5,669	107	379	24	3	5	0	1	2	4	0	8	1	

Table B8: NEW HIRES BY Type of Appointment - Distribution by Disability

Type of Appointment	TOTAL	Total by Disability Status					Detail for Targeted Disabilities							
		[01] New Disability	[01] Not Identified	[06-09] Disability	Targeted Disability	[16] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
Permanent	#	313	267	11	35	2	0	0	0	0	0	0	2	0
	%	100%	85.30%	3.51%	11.18%	0.64%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.64%	0.00%
Temporary	#	30	25	2	3	0	0	0	0	0	0	0	0	0
	%	100%	83.33%	6.67%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	#	343	292	13	38	2	0	0	0	0	0	0	2	0
	%	100%	85.13%	3.79%	11.08%	0.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.58%	0.00%
Prior Year	%	100%	85.13%	3.79%	11.08%	0.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.58%	0.00%

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Table B13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Disability

Recognition or Award Program # Awards Given Total Cash		TOTAL		Total by Disability Status										Detail for Targeted Disabilities									
				(08) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(18) Hearing	(21) Vision	(30) Missing Extremities	(69) Partial Paralysis	(79) Complete Paralysis	(82) Epilepsy	(90) Intellectual Disability	(91) Psychiatric Disability	(92) Dwarfism							
Time-Off Awards: 1-9 hours																							
Total Time-Off Awards Given	#	1,052	991	11	50	3	0	0	0	0	0	0	2	1	0	0							
	%	100.00%	94.20%	1.05%	4.75%	0.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.19%	0.10%	0.00%	0.00%							
Total Hours																							
Average Hours		0	0	0	0	0							0	0									
Time-Off Awards - 9+ hours																							
Total Time-Off Awards Given	#	153	193	5	15	3	0	0	0	0	0	0	1	0	2	0							
	%	100.00%	86.93%	3.27%	9.80%	1.96%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.65%	0.00%	1.31%	0.00%							
Total Hours																							
Average Hours		0	0	0	0	0							0		0								
Cash Awards: \$100 - \$500																							
Total Cash Awards Given	#	1,297	1,888	28	81	12	1	0	0	1	2	0	2	0	5	1							
	%	100.00%	91.60%	2.16%	6.25%	0.93%	0.08%	0.00%	0.00%	0.08%	0.15%	0.00%	0.15%	0.00%	0.39%	0.08%							
Total Amount																							
Average Amount		0	0	0	0	0				0	0		0		0	0							
Cash Awards: \$501+																							
Total Cash Awards Given	#	2,926	2,704	57	165	4	0	0	0	1	0	0	0	0	3	0							
	%	100.00%	92.41%	1.95%	5.64%	0.14%	0.00%	0.00%	0.00%	0.03%	0.00%	0.00%	0.00%	0.00%	0.10%	0.00%							
Total Amount																							
Average Amount		0	0	0	0	0				0					0								
Quality Step Increases:																							
Total QST Award	#	72	70	2	0	0	0	0	0	0	0	0	0	0	0	0							
	%	100.00%	97.22%	2.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Total Benefit																							
Average Benefit		0	0	0																			

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Table B14: SEPARATIONS By Type of Separation-- Distribution by Disability

Type of Separation	TOTAL	Total by Disability Status										Detail for Targeted Disabilities									
		[105] No Disability	[01] Not Identified	[106-94] Disability	Targeted Disability	[146] Hearing	[121] Vision	[130] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism							
Voluntary	#	763	683	14	66	5	-	-	2	-	-	2	1	-							
	%	100.00%	89.52%	1.83%	8.65%	0.66%	0.00%	0.00%	0.26%	0.00%	0.00%	0.26%	0.13%	0.00%							
Involuntary	#	105	96	2	7	-	-	-	-	-	-	-	-	-							
	%	100.00%	91.43%	1.90%	6.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Total Separations	#	868	779	16	73	5	-	-	2	-	-	2	1	-							
	%	100.00%	89.75%	1.84%	8.41%	0.58%	0.00%	0.00%	0.23%	0.00%	0.00%	0.23%	0.12%	0.00%							
Total Workforce	#	15,711	14,296	304	1,111	100	20	8	2	10	4	19	8	25							
	%	100.00%	90.99%	1.93%	7.07%	0.64%	0.13%	0.05%	0.01%	0.06%	0.03%	0.12%	0.05%	0.03%							